



Coronado Elementary FAMILY HANDBOOK 2017-2018

School Address: 7922 S. Carr Street, Littleton, CO 80128
Office Hours: 7:30 am – 4:00 pm
Main Phone: 303-982-3737
Attendance Line: 303-982-3700 (available 24 hours)
Fax: 303-982-3738
Website: coronado.jeffcopublicschools.org

School Hours:
First Bell: **8:05AM**
Tardy Bell: **8:15AM**
Dismissal Bell: **2:50PM** (1/2 Day Kindergarten **11:15AM**)

Coronado Mission Statement

*Learn from yesterday, explore today,
leave a legacy for tomorrow*

The district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

Students, public, parents, or staff members who believe they have been the subject of discrimination must report the incident immediately in accordance with district policies. The following person has been designated to assist the district with its response to complaints of unlawful discrimination and harassment on the basis of gender and disability:

Title IX Compliance Officer and ADA/504 Coordinator
Office of Employee Relations
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-6544

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Arriving at School

All students will line up outside of the building near their classroom doors prior to the first bell. At 8:05am teachers will open classroom doors for student entry. Parents/Guardians may choose to wait with students at their classroom door for line up but should allow students to enter the building and get settled on their own (this practice encourages responsibility, self-advocacy, and confidence building). Students who arrive after 8:15am should enter the building through the main entrance and stop in the office for a tardy slip. In the event of inclement weather (i.e. **snow, rain, temperature below 20°**, etc.), students should enter the main entrance or the cafeteria entrance to report to the gym. These mornings will be indicated with a **teal colored flag** flying near the crosswalk.

Walking/Riding Bike to School

If your child walks to school, please schedule his/her departure from home so that he/she does not arrive at school before 7:55am. This is essential to ensure proper supervision and the safety of the children. Please be sure to discuss your family's after school plan with your child, especially if it changes. If your child is walking home, we recommend that parents instruct children to report home immediately after being dismissed from school. If this is not the plan, please be sure arrangements are clear with your student about what they are to do. Please use the option of calling the school with a message for your student only as an emergency when plans need to change. If teachers wish a student to stay after school, the teacher and/or student should inform the parent in advance. Teachers are responsible for ensuring that parents are notified if students are unexpectedly delayed more than 10 minutes.

Bicycles/Scooters

Bicycles are to be locked on a rack inside the fenced bike area behind the main building. The fenced area will be open before and after school to maintain the best security. **STUDENTS ARE TO WALK THEIR BICYCLES ON SCHOOL PROPERTY.**

Attendance

Research shows that regular attendance at school leads to academic success. Attendance is a priority at Coronado Elementary. In order to form life-long habits and establish consistent routines, we urge parents/guardians to make sure their children are at school, on time, every day.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. (*see below for guidelines around when to keep a student home*)
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.
4. A student who is attending any school-sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.
5. A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

Any student absent for the above reasons must be reported to Coronado's attendance office by the parents/guardians **no later than 8:15 am. If no call is made by 8:15 am, the absence will be automatically marked as unexcused.** (contact with the parent/guardian must be established within 24 hours or the absence will remain unexcused). Parents/guardians need to call the **School Attendance Line, 303-982-3700. This is a 24-hour service.** Absences for any reason other than those listed above require prior arrangement with the school office and permission from the principal or assistant principal to be considered excused. This includes family vacations or other family business matters.

The following reasons will be considered unexcused:

- Bad weather when Jeffco public schools are **open**.
- Lack of transportation.
- No reason given for the child not attending school.
- Staying out late the night before and/or oversleeping.

A student is considered **habitually truant, by Colorado Law, if the student has ten unexcused absences in one year.**

Truancy

1. You will receive a letter from the principal if your child has 3 **unexcused** absences or multiple **excused** absences requesting to meet and identify the cause or help develop better strategies for attendance.
2. You will receive a second, compulsory letter after your child has had 8 **unexcused** absences.
3. The school will request a Medical Letter for 10 **unexcused or questionable absences**.
4. Additional **unexcused** absences without appropriate medical documentation may result in an Initial Court Hearing requested by the Student Outreach Office.

Students are late for school if they arrive after 8:15 a.m. Students who repeatedly arrive late will be referred to the Principal or Assistant Principal for remedial action.

Colorado Revised Statute 22-33-104(5) (a) provides that:

It is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent/guardian of a child who has attained the age of six years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled.

Student Sickness – When to keep my child home (*suggested guidelines*)



Children's Hospital Colorado

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (i.e. overly tired, fussy, can't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

SYMPTOMS	Child Must Be at Home?
DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.	Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	Yes – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated

VOMITING Throwing up two or more times in the past 24 hrs	Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye and thick yellow/green discharge	No (bacterial or viral) – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) Note: May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	Yes - from end of the school day until after first treatment.
HEPATITIS A	Yes - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	No, unless - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	Yes - for 24 hours after starting antibiotics
RINGWORM	Yes - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	Yes – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary , but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	No - follow good hand washing and hygiene practices

Remember, the best way to prevent the spread of infection is through good hand washing!

Make-Up Work

Make-up work shall be provided by the teacher for excused and unexcused absences. Students who complete make-up work in the required period of time (two days for every day absent) will receive the full points earned without penalty of tardiness. Homework may be provided by the classroom teacher for pre-arranged absences; however, homework is considered practice based on in-class instruction and teachers may elect to provide missing work and instruction at the conclusion of a pre-arranged absence. "Busy work" assignments are not encouraged.

Behavior Expectations *(the Code of Conduct is reviewed with all students at the beginning of the school year)*

Coronado Elementary is a Positive Behavior Intervention Support (PBiS) school. We encourage positive interactions among students, parents and staff. Conflict will be dealt with on a case by case basis in collaboration with students, parents and school staff. In severe cases, conflict may be classified as bullying which will not be tolerated and may result in suspension or police contact.

Student Rights & Responsibilities

Every student has the right to an education relevant to needs and ability — as provided by state law.

While on school grounds, in school facilities, in district approved vehicles, or at school sponsored events, the responsibilities of students shall be as follows:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others.
2. To refrain from any conduct, which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.
3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.
4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff and other students.
5. To return all district property to the school, or reimburse the school at replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation.
6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff or other persons.
7. To refrain from all conduct which presents a threat to the safety and welfare of other students or school personnel.
8. To personally refrain from, and discourage others from, bringing, carrying, possessing or using any kind of weapon.
9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances which the student represents as drugs; and to refrain from possessing drug paraphernalia.
10. To practice and encourage honesty in academic work and in all other transactions.
11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
12. To be familiar with school rules and Board policies regarding expectations for all students.

Discipline

The purpose of Coronado Elementary's Discipline Plan is to provide a safe and secure environment which allows all students to:

- focus on their academic proficiencies and social skills.
- develop their unique strengths.
- encourage transitional learning and creativity.
- become self-directed learners and responsible citizens.
- respect gender, cultural, racial, and socioeconomic diversity.

Fulfilling this purpose will require a commitment from students, staff, parents, and other community members.

Referral Process

When a student does not comply with school expectations, the following actions or referral process may be taken. The course taken by staff members is dependent upon the severity of the misbehavior and/or prior history.

1. Staff / Student - Staff and student will discuss the problem. Consequences may be given. A plan of action to correct the behavior may be developed.

Or

2. Staff / Student / Parent - Staff and student will follow the same procedures as number one above. Communication with parents may be initiated using the school's "Minor Form." The staff member **may** call the parent or send a copy of the "Minor Form and/or Restart Form" home.

Or

3. Staff / Student / Parent / Principal or Assistant Principal - Staff and student will follow the same procedures as numbers one and two above. The student will be sent to the office if a “Major Form” is completed and taken in person to meet with the principal or assistant principal. The principal or assistant principal will contact the parent to aid in solving the problem.
 - A. The principal or assistant principal will discipline the student in accordance with district policy and will keep records in accordance with district standards.
 - B. Individuals making referrals will receive feedback regarding the action taken by the principal or assistant principal within the guidelines pertaining to **confidentiality** of disciplinary records.

Consequences to Violations of Expectations

All behaviors have consequences. All consequences are dependent upon the severity of the misbehavior and are subject to the judgment of the staff member. Consequences for various violations will be tempered by the circumstances involved, the number of prior offenses committed by the student, and the ability of the school to obtain accurate information. The staff member will take into consideration the individual circumstances and history that might weigh each incident.

Students may be suspended or expelled for the offenses listed in [Board Policy JKDA/JKEA](#)

Standards for the Treatment of Students

Enforcement of the Code of Conduct at Coronado Elementary will be fair, consistent, equitable, and nondiscriminatory, free of any intimidation, discrimination, or harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. (Reference: [Jeffco Public Schools Code of Conduct](#))

Birthday Celebrations

Many of our students enjoy bringing a small treat to share with their class on their birthday. However, please keep in mind that each student’s birthday can add up to many celebrations per school year. Cupcakes, cookies, rice crispy treats, etc. are in addition to students’ own birthday parties and other celebrations they participate in outside of school. Food does not have to be a part of a school birthday celebration, but if you do choose to use food, please take portion size into considerations, and always consult with your child’s teacher regarding allergies or special needs in the class.

- **Please note that beginning in the 18-19 school year, shared birthday treats WILL NOT be allowed at school per district policy.**

Buses

A student’s eligibility to continue as a bus rider is determined by how responsible he/she acts at the bus stops and on the buses. We would appreciate if parents would help their child understand that riding the bus is a privilege and convenience, which must be earned through responsible action. Students are expected to be respectful toward public and private property, other students and any adult.

Bus Expectations:

1. Respond quickly and respectfully to any directions given by the bus driver.
2. Enter the buses in single file and fill in the last seat first.
3. Sit in the seat facing the front of the bus. No changing of seats.
4. Talk quietly to the person next to you and stop talking when the bus stops.
5. Adjust the windows only when asked to do so by the BUS DRIVER.
6. Treat other students, student property, and bus property respectfully.
7. Get off the bus one seat at a time starting from the front.
8. Written parent permission is required for students to ride a different bus or to get off the bus at a different stop than initially assigned.

Penalty: Violation of these rules may render pupils liable for temporary or permanent loss of riding privileges. A student will lose bus privileges according to the bus contract.

Questions regarding policies for Jeffco Public Schools transportation may be referred to the South Area Transportation Depot at (303) 982-9057.

Cafeteria

We do not serve breakfast at Coronado, but we do maintain a hot lunch program. Daily hot lunch price for elementary students is **\$2.85**. The lunch schedule begins at 10:40am and ends at 1:05pm. Parents of students in kindergarten through 6th grade may deposit money into their child's account for lunch, by check or online at: <https://www2.mypaymentsplus.com/welcome>. Students will receive a reminder when they have no more money in their account. If parents want to know how much money his/her child has left, they may view their child's account at the same online address. Families who are experiencing financial challenges may qualify for free or reduced price lunch. Application information can be found here: <https://lunchapps.jeffco.k12.co.us/>

Changing Schools

When children are permanently withdrawn from Coronado, they must check out through the office. Letting the office know as early as possible will help insure that all forms are completed and ready to be forwarded with your child.

Class Celebrations

Coronado Elementary supports two school-wide class celebrations each year, Halloween and Valentine's Day. Please help us to promote nutritional education and healthy celebrations by planning for and providing healthy treats and limiting sweets. Also please note that these celebrations are intended to be small and do not need to be big, over-the-top events. Here are some ideas for class parties that shift the focus from food to fun: play special party games, read a book with a related theme, organize a craft related to the theme, provide extra recess time or free time at the end of the day.

Communication

Coronado Elementary uses a variety of avenues to ensure effective school to home communication. Our primary methods of communication include our website: <http://coronado.jeffcopublicschools.org/>, weekly email update, and our monthly newsletter, the *Coronado Compass*. Classroom teachers may also choose to send a newsletter or email update to families. Paper copies of important information are often sent home in Friday Folders. Parents are encouraged to go through Friday Folders every week and send them back to school on Monday. Please note: Jefferson County Board Policy [KFD](#) delineates information that is approved to be sent home with students which may include flyers from outside entities. *The practices, philosophies, guidelines and beliefs of entities outside of Jefferson County Public Schools are not associated with Coronado Elementary or Jefferson County Public Schools.*

Conferences

Parent/Teacher Conferences are scheduled for **October** and **February**. We encourage you to keep close contact with your child's teacher as communication between parents and teachers are vital to child's success in school. A parent often recognizes the need for a conference before it comes to the attention of a teacher. Therefore, parents are urged to call the teacher when they feel the need for a conference. The conference should be considered preventative rather than corrective. If this is to be true, parents and school staff must work together before concerns turn into serious problems.

Dress Code

Students may not wear clothing or change their appearance in any way that would significantly disrupt the learning process or create the feeling of insecurity in another student. This includes, but is not limited to, prohibited items outlined in the Jeffco Conduct Code booklet. Students are not allowed to wear the following:

- sunglasses (indoors)
- hats (indoors) **except on designated days*
- flip flops (for PE)
- short shorts (must be at least as long as finger reach when hands are relaxed at sides)
- short skirts (must be at least as long as finger reach when hands are relaxed at sides)
- clothing that bares the midriff, or shows cleavage
- tank top straps must cover the top of the shoulder (2 fingers wide) including bra straps and all undergarments.

Students not following dress code will be asked to call home or put on clothing that has been donated to the clinic.

Emergencies

In an emergency, we need to contact parents immediately. Any change in home telephone number or place of employment should be updated on [Jeffco Connect](#) ASAP. This is for the protection of your child in case of a serious accident or illness. If your child goes to daycare, this information would be helpful to the school in case of an emergency. There is space provided in Jeffco Connect to fill in any chronic conditions your child may have. Please complete this information so that the school can act appropriately in an emergency.

Food Allergies

Please contact Coronado's health aide by calling 303-982-3737. If your student has any food allergies or medical problems, please share this information with your child's teacher at the beginning of the school year. All allergies or medical problems will be taken into consideration when planning party treats and favors. Allergy and medical problems are not made public: because of this, it is imperative that treats are not brought to the classrooms without prior knowledge and consent of the classroom teachers. Treats sent without prior communication with the teacher may not be able to be served. Thank you for your cooperation.

Homework

At Coronado Elementary we believe that homework is a valuable tool of practice, which contributes to student achievement by reinforcing skills, building responsibility and organization, and fostering independence. Each teacher has the autonomy to determine homework practices for his/her class within the following guidelines:

- Practice-based to deepen understanding.
- Focused on purposes, norms, and expectations clearly communicated to students and parents.
- Reinforcement of classroom learning.
- Skill level appropriate for each student to encourage independent work.
- Consistent across each team with grade level expectations.
- Aligned with circumstances surrounding individual student, home, and school needs.
- Used as a learning connection between home and school.
- Used as a tool for student learning through appropriate teacher feedback.
- Aligned with the 10 minute x grade level timeline.

Instrumental Music

Instrumental music instruction is offered to students in 4th & 5th Grades. If you are interested in having your child receive this instruction, please notify the instrumental music teachers, Mr. Darryl Bostwick (band) at 303-982-4108, dbostwic@jeffco.k12.co.us or Mrs. Heather Bock (orchestra) at 303-982-3468, hbock@jeffco.k12.co.us.

Lost And Found

All personal belongings should be labeled with your child's name before being brought to school. Check our lost & found cabinet near the northeast building exit if an item is missing. Items not claimed from the lost and found are donated to charity twice a year. Small items such as jewelry, coin purses, watches, keys, electronics and eyeglasses are kept in the school office.

Medication

The school is permitted to give medication only under the following circumstances:

1. All medications must be sent to the school in the ORIGINAL CONTAINER/PACKAGE (including cough drops). Medications sent to the school in baggies or envelopes CANNOT and WILL NOT be given.
2. A parent & physician must have completed, signed, and submitted to the school office a medication release form every year. This form is available in the school office and health room and must be filled out before medication can be given. Medications are stored in the health room, and students are responsible for coming there for medications.
3. The policy for over the counter medications is the same as above, requiring the same form being filled out and needing to be in the original containers. Over the counter medications include Tylenol/Advil, cough medicine, cough drops, etc. Please note that we do not provide over the counter medication for students. These must be brought from home.

Parking Lots

Coronado families are always welcome to park in designated parking spots. Please do not park in zones dedicated to drop-off/pick-up, handicapped, or bus only. Coronado's drop-off and pick-up area is called the "Hug and Go" zone. It is a driveway in the shape of a semi-circle located in front of the school for parents to use when they drop-off or pick-up their child before and after school. The Hug and Go zone is entered from Carr Street. The success of this zone will depend on everyone following procedures that assure both the safety of our students and quick access.

Traffic

All drivers should exercise extreme caution when operating a vehicle on school property or on Carr Street in front of the school. The narrowness of Carr Street can cause congestion and safety concerns for those who may be trying to leave the school or enter the neighborhood. Please remember the following:

- Stay alert! Look twice for pedestrians and other vehicles. Do not engage in distracted driving.

- Obey the Speed Limit! On Carr St it is 25 mph, except during school hours when it is 20 mph.
- Remember that neighbors may not have children at Coronado. Be respectful of their driveways and lawns by not blocking them or parking in them.

Although it is not currently unlawful, it is our recommendation, and that of Jeffco’s Risk Management and Safety Departments, that you do not park your vehicle along Carr St. This may require a few extra minutes in our parking lot during pick up, but it may ultimately increase the safety of our students, families, and neighbors.

Hug & Go Zone

1. Drop-off or pick-up students at the curb of the Hug and Go zone. Please pull up as far as you can before allowing your child to exit the car. Students should be able to unload directly onto the sidewalk and not have to cross in front of any moving cars in other lanes of the zone. HUG YOUR CHILD AND GO. Exit the Hug and Go zone immediately after the unloading or loading of your child in order to make room for other parents who need to unload/load children.
2. In order to keep traffic moving in the Hug and Go zone, it is important that cars not drop-off or double park in the left lane. When picking students up, please pick up only from the right lane. **DO NOT** park or exit your car in the hug & go lane! Pull back into the left lane to exit. At the exit, cars can enter a right turn lane or a left turn lane onto Carr St.

Following these two rules will help assure a safe and quick Hug and Go Zone. Remember (1) Hug and Go in the right lane, and (2) keep moving in the left lane. Thank you for your cooperation.

*** Please note that we work closely with the Jeffco Sheriff’s Police Department and our School Resource Officer to keep our students safe regarding these procedures. Violators may be ticketed.**

Pedestrian Crossing

Training children to handle congested traffic safety is essential. Frequently, our before and after school traffic conditions provide parents with an excellent opportunity to reinforce safety rules. After observing that traffic has stopped or is absent, students/adults should **cross at the crosswalks only**. Students/adults who weave between cars and dart across the street at unmarked locations are putting themselves in danger.

Personal Items

Please note that the school is not responsible for any personal items, including cell phones, which are lost, stolen or damaged at school. Students should not bring expensive or disruptive items to school such as, electronic games, MP3 players, jewelry, valuables, etc. Should these items be brought to school and cause a disruption to the learning environment, they will be taken and kept in the office until a parent is able to pick them up. **CELL PHONES** must be turned off and stored at all times.

Recess

It is important that children dress appropriately for the weather. Children will usually go outside for recess even if the grounds are wet or snow covered, therefore, waterproof boots are preferred. If it is rainy, snowing, excessively windy or extremely cold (below 20 degrees) we will not send children outside.

Report Cards

Report cards for Grades K through 6 will be issued on the following schedule:

1st Trimester	November 17, 2017
2nd Trimester	March 9, 2018
3rd Trimester	Gr 5 May 23, 2018 & Gr K-4 May 24, 2018

Please sign the report card envelope and return it to school. You may keep the report card at home.

School Closure

If severe weather or any other emergency forces the school to close, you will be notified via School Messenger. ***Please note: This is why it is VERY IMPORTANT for you to maintain current and accurate information in Jeffco Connect.*** If you are not notified via School Messenger that we are closed, we are open and you **DO NOT** need to call to verify this. Please keep in mind that Jefferson County is a large district and not all schools will be closed. A good rule of thumb is that we seldom close the school. If the decision to close is made during the school day, you will be notified via School Messenger. *Please note: we have a Littleton address but are not affiliated with Littleton Public Schools when it comes to school closures.*

Signing Students Out

When picking up children during school hours, parents are required to come to the office and sign their child out. Unless the office knows you personally, you may be asked to show a picture ID. Please do not be offended; this is a safety precaution. Children are never sent home during the day unless the office staff has contacted the parents/guardians first. No one other than a parent, legal guardian or emergency contact, who is listed in Jeffco Connect, may take a child out of school unless the school office has been contacted by a parent/guardian to notify us that someone not listed in Jeffco Connect has permission to sign a student out. A picture ID will be required.

Snacks

Students are welcome to bring a healthy snack and bottle of water to have during the school day. Depending on lunchtime, classroom teachers will schedule a snack time before or after lunch. Remember that **healthy kids are better learners**. Research clearly shows that good nutrition is linked to better behavior and academic performance, so we suggest a healthy snack and ask that parents try to avoid snacks that are high in sugar or salt.

Visitors

In a continuing effort to provide a safe environment for students, the school is asking that all parents/visitors come by the office to check in before going to other areas in the building. Parents are welcome to make classroom visits at any time and will find that most children consider this a big event in their school year. We do appreciate it if parents observe the following guidelines:

- Please notify the teacher when you plan to visit.
- Please make other arrangements for your preschool children during your visit. Young children frequently are not as interested in observing classrooms as their parents and often act as a distraction to students.
- Please sign in and wear a visitor's badge during your entire visit.
- Sign out and return or discard the visitor's badge when you are done.

Individuals who do not follow visitation procedures may be charged with trespassing. (Criminal Charges for Trespass 18-4-504)

Weapons

The safety and the welfare of our students are first and foremost. Possession of dangerous items is grounds for suspension and or expulsion. The following items (or objects representative of these items) are not permitted on school property: guns, knives (including Swiss Army), darts, bullets, arrows, matches, firecrackers, laser pointers, etc. Colorado law prohibits concealed or open carry on school grounds for ALL individuals with the exception of law enforcement.