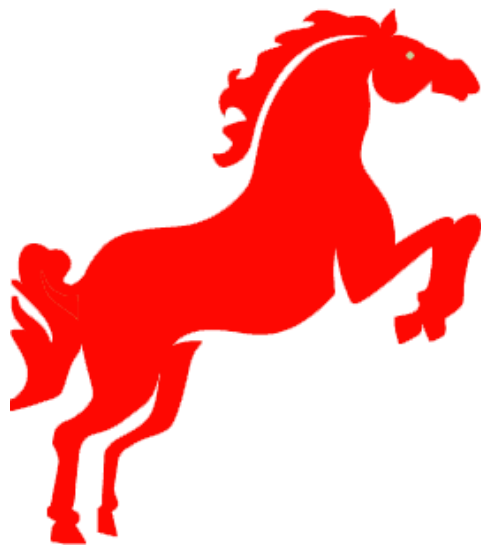


**Crowley County
Elementary School
Colts**



Student Handbook

Greetings from Principal Arbuthnot

Let me be the first to welcome you and your child to Crowley County Elementary. The faculty and staff join me in saying how wonderful it is to be a part of Crowley County Colt Country. Our staff is committed to excellence in education. We set high behavioral and academic expectations. The first day of the 2006-2007 school year will be Monday, August 27th. We anticipate a great school year with the newly adopted Macmillan/McGraw Hill reading series. We are very proud of our school for the successes that have been achieved and for the vision of more to come.

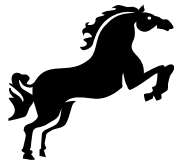
School Phone: 719-267-3558

School Address: 617 Main, PO Box 338, Ordway, CO 81063

MISSION

Our mission is to create life-long learners who possess the skills, confidence and knowledge to meet the challenges of middle school, high school, college, and beyond.

OUR MOTTO



C - Considerate
O - Organized
L - Learners
T - Teamwork
S - Safely

COLT TRACKS CREED

C is for considerate; we will be respectful, honest, and kind.
O is for organized; we will be prepared to get our work in on time.
L is for learners; we will try our best to do things right.
T is for teamwork; we will have a positive attitude, a smile and pride.
S is for safely; be careful for our future is in sight.

PARENTAL CONCERNS AND INVOLVEMENT

Parental involvement, concerns, or complaints should be handled at the most appropriate level. Please follow our school chain of command when trying to resolve issues.

- A. Conference with the teacher
- B. Contact the principal
- C. Contact the superintendent
- D. Set a meeting with the board of education

Under the No Child Left Behind Act we at Crowley County Elementary School want to express interest in having parent involvement in as many activities and projects as possible. It is our desire to work collaboratively with the community, our family liaison, and school staff for the betterment of and best service for all students. Our staff and administration look forward to serving your children and our community in any way we can. Please bring your ideas and talents to our school.

DAILY SCHEDULE

7:45..... Arrival
 8:00..... School Begins
 10:00 – 10:10..... K-1: Recess
 11:15-11:35..... K-1: Lunch
 11:35-12:00..... 2-3: Lunch Recess
 12:15-12:35..... 4-5: Lunch
 12:35-1:00..... 4-5: Lunch Recess
 2:50-3:00..... 2-3: Recess
 3:00-3:10..... K-1: Recess
 4:00..... School dismissal for students

Students arriving directly from home are asked to arrive no earlier than 7:45 a.m. Do not send children any earlier as there is no supervision on the playground until that time. All students, once they report to school, are to gather on the north playground until the bell rings.

MUSIC/P.E. SCHEDULE

All children are expected to participate in physical education classes. On those occasions when your child cannot participate, please send a note. If a child needs to be held out of P.E. for longer than two days, he/she must have a doctor’s written permission

9:30-10:15..... 3rd Grade
 10:15-11:00..... 5th Grade P.E.
 11:00-11:45..... 4th Grade
 12:45-1:30..... 2nd Grade
 1:30-2:15..... 5th Grade Choir/Band
 2:15-3:00..... 1st Grade
 3:10-3:55..... Kindergarten

SCHOOL INSURANCE

A student accident insurance program providing several options at the nominal cost to parents is made available to all students. Such protection, when purchased by the parent, covers the student while at school, on the way to and from school, and when engaged in school-sponsored activities either on school grounds or elsewhere.

Insurance for all students will not be provided and paid for by the district. Applications and more information are available at the office.

ATTENDANCE

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. Students are expected to be in school except in cases of emergency or illness. Remember, we are not able to educate an absent child.

Students miss personal interaction with their teachers and fellow students when they are not physically in the classroom setting.

Steps to follow when absent:

1. Have parent or guardian phone the school and inform the office before 9:00 a.m. the day of the absence.
2. Present a written excuse to the teacher or office upon your return stating the student's name, date of absence, reason for absence, and parent signature.
3. Have your student ask all of his/her teachers for make-up assignments.

Assignments not made up will be reflected in his/her grades. It is the **STUDENT'S RESPONSIBILITY** to see that make-up work is completed.

If absence is due to work, travel, or some other reason, parents or guardians should notify the school prior to the absence to insure that the absence is excused and homework can be obtained.

A student will be permitted seven days of absence per semester. Upon being absent the eighth time, the school will request a conference with the parents or guardians. Further absences will result in formal charges being filed with the district truancy officer and possible legal action.

If a student is suspended for the infraction of a school or district policy violation, the suspension time out of school will not be counted toward the total absences.

A student will not be counted absent when participating in a school activity such as a field trip or program, or when the school busses are not running.

MAKE-UP WORK

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments on the day he/she returns to class. There shall be ONE day allowed for make-up work for each day of absence.

Parents are encouraged to pick up make-up work from the office for students who have excused absences. They need to make arrangements prior to coming in and picking up these assignments. Please, phone ahead so teachers have time to gather the students' materials.

TARDINESS

Students are considered tardy if they appear in class without a proper excuse after the scheduled time the class begins. A tardy student **must check in at the office** when they enter the school. Students are permitted one unexcused tardy for each semester. Additional unexcused tardiness will result in the principal contacting the parents to discuss the problem. A reduction of 1 point for each tardy from the semester grade average could be assessed.

MEDICATION – DISTRICT POLICY

Medications are rarely necessary for students during the school day. They are justified in some chronic health conditions.

Students shall not be permitted to take medication while at school unless such medicine is given to them by a school employee designated by the principal acting under specific written instructions of the student's physician.

When a parent or guardian makes such a request, a full release from the responsibilities pertaining to the administration and consequence of such medications also must be presented to the principal by the student's parent or guardian.

Please inform us of any disability or allergy your child may have that will require special attention.

IMMUNIZATION

All students must have completed all immunization shots required by the health department. Failure to do so will result in suspension from school until completed.

SCHOOL BREAKFAST AND LUNCH

Lunch and breakfast is served daily at our school. Payments for breakfast and lunches should be made prior to school, from 7:45-8:00 a.m. at the front office. Applications for free and reduced-price meals are available in the school's office. Prices for student lunches are as follows:

Breakfast	Lunch
Full price - \$.65	Full Price - \$1.50
Reduced Price - \$.35	Reduced Price - \$.40
	Adult guests - \$5.00

Breakfast is served from 7:40 a.m. until 7:55 a.m. and is only for students K-5 (no adults).

No charges will be allowed. All food must be paid in advance or students should have the proper paperwork completed for free or reduced-price lunches.

We welcome and encourage parents to eat lunch with the students. Please let the secretary know by 9:30 a.m. on the day you plan to eat so that we can prepare a head count for servings needed. You may pay at the office.

Sack lunches from home ought to include the basic food groups, be low in sugar content, and **NOT INCLUDE CARBONATED BEVERAGES.**

Please let the school know if your child is allergic to any item or type of food.

GRADING SYSTEM

The following percentage guidelines are used at Crowley County Elementary in grades 3-6 for daily and quarterly reports:

90-100.....	Excellent	("A" range)
80-89.....	Good	("B" range)
70-79.....	Average	("C" range)
65-69.....	Poor	("D" range)
Below 65.....	Failure	("F" range)

Quarterly progress reports will be sent home to keep parents/guardians updated on their student's grades and no D's or F's will be given unless prior contact has been made with the child's family so everyone may make an effort to bring up the student's grade before the report card is sent home. Note: This becomes a collaborative effort to help the student, and responsibility falls on the child, family, and teacher.

An incomplete may be given in cases of illness, emergency, or if pre-arranged by the teacher and parent or guardian. If the incomplete does not get cleared up by the agreed upon deadline, that incomplete can become an F.

Report cards are issued every nine weeks to help each parent assess their child's progress. The first and second quarter report cards are given to the parents at parent-teacher conferences. The third quarter report card is sent home with the children. Parents are encouraged to attend all conferences and to make sure they understand the markings on the report cards. Final report cards will be mailed when all fines and fees have been paid and student is properly checked out for the year.

INCLEMENT WEATHER

The superintendent decides most snow days before the school day begins. Parents should listen to one of the radio or television stations listed below. If, DURING the school day, it is necessary to close school or send busses home early, the office will attempt to contact parents through the information listed on the emergency information cards.

Parents should have a plan worked out with their children if there is an unexpected dismissal.

In the event of a storm, please listen to or watch one of the following radio and television stations:

RADIO

KOA.....850

KBLJ.....1400

TELEVISION

CHANNEL 11

LEAVING SCHOOL DURING THE DAY

Only adults that parents list on the back of the enrollment card may sign a student out. This is for your child's protection. Parents or those with authorization are required to sign a child out of school at the office desk. **STUDENTS WILL ONLY BE DISMISSED EARLY FROM SCHOOL IF PICKED UP IN PERSON BY AN AUTHORIZED ADULT.**

COLD WEATHER PROCEDURES/SUGGESTIONS

Unless the weather is severely cold, students will be outside during recess and before school. We use a general figure of 20 degrees, depending upon the wind and sunshine, to establish an "inside" recess determination.

Students will be expected to go outside unless the school nurse feels outside conditions will slow recovery of a previous illness, aggravate pre-existing conditions (such as asthma) or be harmful to the well-being of the child.

Written documentation from a doctor may be required for students who have any other medical reasons for staying inside.

SCHOOL BUS POLICY

Colorado statute 22-32-113 states school districts are not required to provide transportation. **BEING TRANSPORTED ON A SCHOOL BUS IS A PRIVILEGE** – not a right! Improper conduct on buses will result in the privilege being denied.

FIRST OFFENSE: Student and bus driver conference. Citation issued to student that must be signed by parent before student is allowed back on the bus.

SECOND OFFENSE: Student, parent, and bus driver conference. Citation issued. Student suspended from bus for three days.

THIRD OFFENSE: Student suspended from riding the bus for ten days.

FOURTH OFFENSE: Expulsion from riding the bus for one calendar year.

Serious offenses such as fighting, foul language, spitting, throwing objects, or vandalism shall result in an automatic ten-day suspension.

Any student wanting to walk or ride home with someone other than his/her parents after school must have a signed note from his/her parents stating as such, and the affected dates.

STUDENT DISCIPLINE

Students who accept their responsibilities and who recognize the purposes for which school exists have very few discipline problems. Discipline policies and procedures are designed to protect all students' rights to learn in an orderly and safe environment – free from disruption.

At Crowley County Elementary School, we attempt to teach new behavior to replace inappropriate behavior and sometimes this involves discipline. We want students to have the social skills needed to succeed in life. In accordance with this philosophy, we use a positive and assertive discipline matrix that focuses on making the child responsible for the infraction, while helping him/her learn from his/her experience.

Crowley County Colt Code of Student Conduct

The Code of Conduct outlines the rules and regulations that have been created by the Board of Education and the Colorado Department of Education under the "Safe Schools Act." Such rules and regulations will specify what will happen if a student violates these rules and regulations while on school property, at school events, or in some cases the Colorado Revised Statutes of civil and criminal law while not on school property. Areas covered by the Code of Conduct are:

Type of Offense and who manages consequences	Examples	Consequences (may be one or all of these)
CLASS I <i>TEACHER</i>	Inappropriate Behavior Inappropriate Language Tardiness Classroom Disruption Acting inappropriately in hallways, library, lunchroom, bathroom, during recess or during other school activities Incomplete Work Cheating	Recess detention Lunch detention After school detention ISS Letter of Apology Contact Parents for School Meeting Office referral
CLASS II <i>PRINCIPAL</i>	Physical fighting Bullying Sexual harassment Acting in a threatening manner towards school staff Theft Vandalism Gang related activities Repeat of Class I violation Habitually Disruptive	ISS OSS (3 days) Contact police Behavior Plan Contact Parents for School Meeting Expulsion
CLASS III <i>PRINCIPAL</i>	Physical fighting False Alarm Assault Serious vandalism Cause of injury to other students or staff Repeat of Class I or II violation	OSS 3-5 days ISS 3-5 days Contact police Behavior plan Contact Parents for School Meeting Recommendation for expulsion
CLASS IV <i>PRINCIPAL</i>	Drug possession Weapon possession Fighting with intent to cause injury Severe disruption of school environment Assault on staff members	Immediate contact of police and parents Expulsion or homebound placement Behavior plan

Please note: The Colorado Children's Code Safe School Act requires schools to inform local law enforcement officials if there is blood drawn or bruising caused by a fight between students of ten years of age or more.

LOST AND FOUND

A lost and found box is kept near the office. Any items turned in to the office will be placed in this box. To reduce the number of lost articles labeling of student's clothing, lunch boxes, etc., is most helpful.

Periodically (i.e., parent/teacher conferences) items will be set out for display. Any unclaimed items will be donated to charity.

**THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS BROUGHT TO SCHOOL.
INAPPROPRIATE SCHOOL ARTICLES**

The following articles should not be brought to school:

- Hardballs (baseball, softballs, footballs)
- Baseball bats
- Knives
- Water pistols
- Gum and candy
- Walkmans, radios, stereos
- Skateboards, Roller blades, skates, tennis shoe skates
- Frisbees
- Poisonous snakes, insects, etc.
- Projectile items (slingshots, pellet guns, etc.), commercial or homemade
- Items that can be construed as a weapon or inappropriate for school use

In the event that a child brings an inappropriate item to school, it will be confiscated, labeled with the child's name and placed in the office. Only the parent can retrieve the item. If the item appears at school again, it will not be returned.

STUDENT RECORDS

Emergency cards are on file in the school office. The school uses the information on the cards for legitimate communication with parents and does not share that information with the public.

The information must be up-to-date and the school must know about residence and employment changes, phone number changes, and name changes in case of emergency.

We will not change a student's name within our records without **LEGAL AUTHORIZATION**.

Parents or legal guardians may look at and receive copies of official school records at anytime. Non custodial parents also have that right to student records unless a court order exists preventing it or the school has been notified of such. The school cannot release school record to anyone else unless there is a signed parental release or a court order.

MESSAGES/USE OF TELEPHONE

The school telephone is for business purposes only. Children may use the phone only if he/she has specific need in CASE OF EMERGENCY. Staff permission is necessary for student utilizing the phones.

When possible, please make plans with your child before they leave for school. We will deliver messages when important, but remember each time we interrupt a class, a learning moment is disrupted.

Forgotten homework or making plans to play after school are not considered valid reasons for students to use the phone.

ACCIDENT PROCEDURES

In the event of an accident or illness the school will notify the parents by phone and await instruction. If we are unable to reach the parents we will use the emergency numbers provided for us. If we still cannot reach anyone, the principal or principal designee, and/or school nurse will make a decision in the child's best interest.

If there is an injury to the head, neck, back, or any other life threatening are, we will call the local emergency team first and then contact the parents. If we determine that an ambulance is needed, the parents are responsible for the cost.

Please keep your child's school records up-to-date concerning your address, phone number, work phone, and emergency contact person.

PARENT/CLASSROOM VISITORS

The district welcomes and encourages parents to visit their child's classroom as often as they wish. It is best for kindergarten parents to delay visiting for a few weeks as recommended to allow a smoother home to school transition.

We recommend the following when coming to visit:

1. Contact the teacher to let him/her know you are coming.
2. Please make arrangements for younger siblings to NOT attend the classroom visit. Younger children can be distracting.
3. Let the office know about plans to eat lunch at school.
4. It is required you check in at the office so we know who is in the building. This is important to minimize interruptions and ensure each child's safety.

Students bringing friends or relatives to visit may do so if the teacher is notified at least one day in advance and agreeable to having a visitor on that particular day.

Each visitor may be allowed to stay a maximum of one half day. If they stay through the noon hour, lunches should be paid for through the office.

***By law, parents wishing to speak with a student (other than their own) during school hours can do so only through permission of the school administrator.

CLASS PARTIES

Three school-sponsored parties are held annually. They are:

- Halloween – a time to dress as a favorite character or as requested by school theme. Parties begin at 3:00 p.m. Students may parade downtown earlier in the day, weather permitting.
- Christmas – typically held the last day before Christmas break.
- Valentine – children will typically exchange valentines.

Students will give valentines to ALL children in their classroom.

If parents have personal or religious beliefs opposed to school parties, they should inform us ahead so as to make mutually satisfying arrangements and alternatives for your child.

FIELD TRIPS

Teachers plan field trips for their classes in order to enhance learning experiences. It is required that you return permission forms for your student to take these trips. A child will NOT be permitted to go on a trip if they do not have written permission from their parent or guardian.

- Students who exhibit the inability to control and maintain appropriate behavior may be denied the privileges of out-of-school trips. Safety and security are our main focus for this policy.
- Students who have incomplete work due to lack of effort may also be denied the privilege of school trips. They will be asked to work in the office until such work is complete.
- Students who do not attend field trips are required to be in school that day.

CLOTHING

No child may come to school in bare feet for health reasons. Clothing advertising alcoholic beverages, tobacco, or those with obscene, gang, or questionable printing on them will not be permitted. Parents are encouraged to see that their children leave home with the proper protection, particularly in cold weather. Parents are also encouraged to make sure their child's clothing is neat and clean. Any student arriving at school with clothing that violates our dress code will be asked to contact home for a change of clothes or will be provided with a clean article of clothing provided by the school.

ASSEMBLIES

An indication of the cultural level of the school is the conduct of its student body at an assembly. Our school desires to teach and present a good image to visitors, and guests, always being polite to those performing. Student behavior should be courteous at all times. Unacceptable conduct includes whistling, uncalled-for-clapping, booing, boisterousness, and talking during a program.

WITHDRAWALS

If you are planning to move please notify the school as early as possible so the arrangements to transfer your child's records can be completed.

All cumulative records will be sent to the receiving school by our office. Copies of the records can be obtained, but originals are exchanged directly school to school.

A student transfer form will be filled out by the classroom teacher and sent with the student to the new school. All library books, textbooks, any fines or fees etc., must be returned to the school prior to transfer.

Please ask for a copy of your child's immunization card when withdrawing. Colorado law requires proof of immunization at time of registration.