

+

**STUDENT - PARENT  
HANDBOOK**



**HOME OF THE TIGERS!  
HAYDEN VALLEY  
ELEMENTARY**

**2009-2010**



**The Mission of the Hayden School District is...**  
*ACHIEVING EXCELLENCE IN LEARNING*

**Hayden Schools value a positive environment that is committed to..**

- **high expectations**
- **meaningful and enjoyable learning**
- **a collaborative culture**
- **pride**
- **caring relationships**
- **mutual respect**
- **active involvement**
- **integrity**
- **reflective practices**
- **sacred learning time**



Hayden Schools  
Hayden Valley Elementary  
Rhonda Sweetser, Principal

Hayden School District RE-1  
Box 70, Hayden, CO 81639  
(970) 276-3756

Dear Parents and Students:

Welcome to Hayden Valley Elementary School and to what we hope will be an exciting year! Hayden Elementary is committed to the belief that all children can learn and acknowledge that all of us - teachers, administrators, and parents - working together can make a positive difference in student achievement.

As Principal at H.V.E., I pledge that our school will work to:

- \* Establish goals and expectations for teachers, parents, and students.
- \* Provide parents a voice in decisions regarding their children's schooling.
- \* Emphasize the importance of school-home partnerships.
- \* Continue to search for the best ways to meet student learning needs.

We encourage parent involvement and will strive to continue to include you as an integral part of your child's education. This handbook will answer many questions that you may have regarding various school functions and procedures; however, you are encouraged to call or come by the school whenever you have questions or concerns. The school phone number is 276-3756.

Sincerely,

Rhonda Sweetser, Principal

# SCHOOL DAY

## ENROLLING STUDENTS AT HVE

Enrollment packets are available at the elementary office. Birth Certificates and immunization records are required at the time of registration. In order to attend kindergarten, children must be five years of age on or before August 31<sup>st</sup>.

## GRADES K-5

The school day for grades K - 5 is from 8:10 a.m. - 3:35 p.m. Playground supervision begins at 7:55 a.m. The buses arrive at approximately 8:00 a.m. **Students who are walking or who have alternate forms of transportation should not arrive at school before 7:55 a.m.**

**\*\*IF YOU ARE DRIVING YOUR CHILDREN TO SCHOOL, PLEASE LET THEM OFF AT THE FRONT OF THE BUILDING ONLY. FOR SAFETY REASONS PLEASE MAKE SURE YOUR CHILD CROSSES AT THE CROSS WALK AND NOT BETWEEN THE BUSES.**

## INCLEMENT WEATHER

In keeping with the guidelines established, students will be allowed in the building when:

1. It is raining.
2. The temperature is below 10° (10 degrees) F.
3. The wind is blowing at +10 mph below 20° F.
4. A wet snow is falling.
5. An emergency situation exists.

Please listen to the following local radio stations for information about school closures:

KRAI 93.7 FM or 102.3 FM and 55 Country AM

## TRUANCY

Truancy is defined as a deliberate and unexcused absence from school on the part of the student. In any case of truancy, the parent/guardian shall be informed. Repeated truancy may result in a conference with the parent/guardian, principal and student to determine the conditions under which the student will be readmitted to school. In general, the procedure for handling truancy shall be as follows:

1. First Truancy: Parent/Guardian will be contacted and both parent/guardian and student shall be made aware that truancy may result in suspension.
2. Second Truancy: May include suspension for the maximum period allowable under the law or until parents/guardians bring the student for re-admittance. The School District may also pursue judicial proceedings to compel attendance.
3. Third Truancy: May result in an additional suspension or an expulsion. The School District may also pursue judicial proceedings to compel attendance.

A student shall be truant when neither the home nor the school knows the whereabouts of the student or when the student does not meet one of the criteria for excused absences. The Board of Education considers truancy a very serious offense because it breaks state law and because it makes it impossible for the student to reach his/her maximum potential. Therefore, truancy from the Hayden Schools will be dealt with as outlined above.

## OVERALL ATTENDANCE RULES

The following provisions apply whether or not an absence has been excused or unexcused:

- a. After five absences in a trimester, a letter will be mailed home.
- b. There will be a parent contact for students who miss 8 days during a trimester.

## OFFICE

### VISITING THE SCHOOL

We encourage parents to visit school. You are welcome any time! All visitors are required to check in at the school office upon entering the building. We are occasionally requested to let children from another school visit. We do not encourage this as it is difficult for our teachers to plan learning activities for visitors. Any special requests must be cleared with both the principal and the classroom teacher. **Students may visit for a maximum of 30 minutes at a time that is designated to have the least impact on classroom instruction.**

### PARENT INVOLVEMENT AND PARTICIPATION

Parents are encouraged to visit their child's class, by appointment, to familiarize themselves with their child's progress.

Volunteers are always welcome at HVE. Your help and support is greatly appreciated. If you are willing to volunteer, please contact the school office at 276-3756.

### PARENTAL CONCERNS

If you have concerns about anything involving your child at school, please request a conference with your child's teacher. The principal is also available to assist you with any school concerns. Please do not hesitate to express any concerns or suggestions you may have to improve our school. Your child's safety and happiness are crucial to a good educational setting.

### TELEPHONE

We will gladly take messages for teachers and deliver messages to students when problems arise. Students are not pulled from class to receive personal calls unless it is an emergency.

Students may use the school phone to handle urgent problems. Students will not be allowed to use the phone to ask permission to go home with another student. We believe for safety reasons, that students need to prepare ahead of time for alternative after-school plans.

### CHANGE OF ADDRESS

Parents are asked to please notify the school immediately of a change of address or telephone number. Such notification is vital in emergency or illness situations.

### STUDENT INSURANCE

Student insurance is offered through the school. Please call our office at 276-3756 if more information is needed.

## **HEALTH ROOM**

### EMERGENCIES

Emergency information is kept on each student in the Health Room. In the event of a serious illness or injury, the school nurse or designee will contact the parents or designated person if parents are unavailable.

Please make arrangements for your child to be picked up at school should they become ill. Students with temperatures 100° or higher should not be at school and will be sent home. Students will not be allowed to go home unattended.

### ADMINISTRATION OF MEDICINE TO STUDENTS

If a student must take medication during school time, it must be brought to the school in the container given and labeled by the pharmacy. The label must include the student's name, physician's name, the name of the medicine, the dose, and the frequency. The medication will be kept in a specific cabinet in the Health Room to be dispensed by the school nurse or appropriately trained and delegated personnel.

A "permission form" for medication administration must be completed and signed by the parent or guardian. Appropriate forms may be obtained from the health room. **MEDICATION WILL NOT BE GIVEN WITHOUT THIS SIGNED PERMISSION FORM!!!**

### OVER-THE COUNTER MEDICATIONS:

If your child needs to be given an over the counter medication at school, you need to provide the Health Room with the medication in the original container, with the child's name on it and we need to have a prescription from the physician stating the dosage and frequency of the meds to be given. The Health Room will have the appropriate paper work necessary.

## **SCHOOL BOARD POLICY STUDENT'S ABSENCES AND EXCUSES**

The Board of Education recognizes that school attendance is necessary for the total development of the child and that the School Attendance Law of 1963 places the responsibility for attendance on the shoulders of both the parents and the student.

It shall be the responsibility of the building principal or the building administrator of each school to establish attendance procedures in accordance with the following guidelines:

1. The major responsibility for regular attendance of students shall remain with the students and parents/guardians in achieving proper attendance.
2. Determination of the classification of an absence as either excused or unexcused shall be the responsibility of the building principal. Illness, family emergencies, participation in school functions, and acts of nature shall be accepted as excused absences. Determination that an absence is unexcused shall be based on the law and on the best interests of the student and take into consideration the ultimate right of the parent/guardian to make essential decisions involving the attendance of his/her child at school.
3. Prearranged absence: If a student knows he/she is going to be absent from classes, he/she shall secure from the attendance office a prearrangement form to be completed by the parent/guardian setting forth the reason for the request. The building principal or head administrator shall determine whether or not the absence shall be excused. Input from the student's teachers shall be obtained and considered. The purpose of the prearranged absence shall be to permit the student to make arrangements to make up work missed during the absence.

**PLEASE CALL THE SCHOOL TO LET US KNOW THAT YOUR CHILD WILL BE ABSENT.** We encourage regular attendance unless your child is ill. We will call your home to verify that your child is ill if he/she does not report to school. This is part of our child safety program. A note from the parent/guardian is requested upon student's return to school. If you plan on taking your child out of school for a family vacation or otherwise, please give the teacher one week's notice for homework requests.

## **CLASSROOM**

### **PROGRESS REPORTS/REPORT CARDS**

Parents will receive a progress report six times throughout the year. You will receive midterm reports between the trimester report cards. There will be two parent conferences scheduled after the first and during the second trimester grading periods. Parents are encouraged to contact the teacher anytime they have concerns regarding their child's progress.

### **PARTIES - BIRTHDAY**

Parties must be arranged with the classroom teacher in advance. We ask that private party invitations not be passed out at school. Please check with your child's classroom teacher regarding any food allergies within the classroom.

### **PETS AND PERSONAL TOYS**

Pets may be brought to school only after making arrangements with the classroom teacher. Pets are to be brought and taken home by an adult after the classroom visit.

All personal toys (i.e. Gameboys, ipods, Nintendo DS, etc.) are not allowed at school unless prior approval by the classroom teachers to be brought in for a special project or purpose. Even when brought to school these items are not allowed during instructional or recess time. Please be aware that the school is not responsible if this equipment is lost or stolen.

Any water guns, squirt guns, syringes, etc., brought to school will be confiscated.

## **RULES & DISCIPLINE**

### **DRESS**

Students should dress according to the weather and in appropriate clothes that are comfortable, neat, and clean. Snowmobile suits are acceptable and encouraged during the cold weather. Shorts may be worn as weather permits. To determine if shorts are an acceptable length, have your child stand with arms at his/her side. The shorts should reach the student's fingertips. No lycra shorts permitted. Shirts need to cover students' midsection. Spaghetti straps are not permitted. Each student should have "inside" and "outside" shoes for school. Students may not wear clothing that advertises tobacco, alcohol, and drugs or desecrates the flag. All undergarments need to be completely covered with outer clothing.

### **DISCIPLINE**

Discipline problems are normally handled by the classroom teacher. Extreme or repeated misbehavior will be referred to the principal. We strive to keep parents informed of any school problems and to ask their advice, since they know their children best. We believe a consistent approach at home and at school helps students learn high standards of conduct.

### **STUDENTS WILL:**

1. Conduct themselves with concern for the rights of others.
2. Respect the property of others, including the school.
3. Accept responsibility for their own actions.
4. Be truthful.
5. Respect and obey persons in authority, including all adults working in the school.

### **GENERAL RULES**

1. Follow directions of supervisors.
2. Stay in assigned areas.
3. Use equipment properly.
4. No fighting or inappropriate language.
5. Dangerous objects will be turned into the principal's office.

### **SPECIFIC RULES**

1. No hats worn in the building during instructional time except for medical or religious purposes.
2. Park bikes in the bike rack properly. No bike riding, skateboarding, or rollerblading during school hours. No riding on the playground or bus loading area will be allowed until school buses have departed.
3. Stay on school grounds in designated areas after you arrive at school.
4. Stay off brick walls and fences.
5. Enter the building quietly with clean shoes and boots. Remove them if they are dirty or muddy.
6. Be courteous and quiet in the hallways.
7. Keep the bathrooms and cafeteria clean.

### **OTHER RULES**

Pedestrian, bicycle safety and playground rules will be taught during P.E. class.

## **COUNSELING**

Counseling services are available to elementary students on an as needed basis. If you believe your child may be in need of school counseling services, please contact the office @ 276-3756.

## **LIBRARY**

Reading at home can help reinforce learning at school. Each class is scheduled one day a week for book check-outs from the Media Center. Books are always due in two weeks. Parents, please help your child(ren) remember library day so they can check out a new book as needed. Students may also use the library throughout the week for more frequent checkouts. Please encourage your child to read. Time spent sharing books is valuable time.

## **SCHOOL IMPROVEMENT TEAM**

The School Improvement Team (S.I.T.) consists of parents, administrators and teachers. The focus of this committee is to help make HVE the best it can be. On this committee you will have input into the functioning of the school and how we can better meet student needs. All parents are welcome. Notification of meeting dates and times will be sent home with students.

## **LUNCH PROGRAM**

Hot lunches are served at school for all grades. The cost is \$2.50 for a single meal or \$12.50 per week. Milk or juice is \$0.40 and may be purchased by those students who bring cold lunch or who desire an extra beverage. Healthy snacks will be available for purchase in the cafeteria each morning. The cost for these will run between \$.50 to \$1.50. These prices are subject to change. Lunch credits and snacks will be on sale each day of the week from 8:00-8:10 a.m. in the cafeteria. Please specify the number of credits being purchased. We expect children eating meals at school to practice acceptable table manners. We reserve the right to take away the lunchroom privileges from any child who fails to comply with these standards. Parents will be asked to make other arrangements for their child if, in our judgment, his/her conduct warrants exclusion from the lunch program.. **FOOD AND DRINK ARE NOT ALLOWED OUT OF THE LUNCHROOM!!** If you have any questions, comments, or concerns, please to contact Steve Carlson at 276-3756 ext. 140.

## Lunch Schedule

11:05 - Kindergarten

11:10 - First Grade

11:20 - Second/Third Grade

11:45 - Fifth Grade

11:50 - Fourth Grade

## IMMUNIZATION

No student will be permitted to attend or continue to attend without meeting the legal requirements for immunization unless the student has a valid medical, religious, or personal, exemption signed and on file in the Health Room. Kindergarten students and first-time school entrants must have immunization records complete before entering school. Any questions concerning immunizations should be directed to the school nurse.

## WINTER TIME PRECAUTIONS

As you know, the temperatures we experience can be quite cold. Students will be outside during morning and lunch recess unless the temperature is below 10 degrees. To protect your child, please make sure that he/she wears proper clothing during the winter to prevent possible frost bite (i.e., gloves, knit caps that cover ears and part of the face, ski bibs or some sort of warm outer wear that will help keep your child dry, snow boots and a coat). Frost bite can occur quite rapidly in our winter climate so please send your child properly clothed on those bitterly cold days. Winter time is very rough on students' lips also. You are welcome to send some sort of lip ointment with your child during the winter. What you use is up to you and your child. These items will be kept in their classroom, in their own desk, to be used only by your child as needed.

## Excused Absence due to injury or sickness

Students are expected to participate in classroom activities, recess and gym unless otherwise notified by parents/guardians or a physician.

- 1 day-excused with parent note
- 2-3 days- excuse with parent note **plus** a note from the nurse in the school health room
- 4 or more days- must have a doctor's note to excuse

## HOMEWORK POLICY

The administration and staff at Hayden Valley Elementary recognize the importance of encouraging homework as part of the learning activities initiated in the classroom. Work outside the classroom, on a K-5 basis, is beneficial in order to give students an opportunity to develop better school achievement, to develop responsibility, and to experience a wider range of learning opportunities.

In general, the normal daily assignment should be of such length that the average student could complete it during class time. Occasional take-home work is at the teacher discretion. Extra credit, recreational reading, and work on special projects – the interest in which may have been stimulated at school- are recommended and encouraged. When a child has missed school or has some difficulty, some homework may be desirable. Where homework is necessary, the student should be guided by the teacher in regard to what work may be effectively done at home. Teachers must also be aware that when homework is given, procedures and policies must be established to deal with incomplete work and the varying amounts of parental support and assistance available to the individual students.

The administration of an appropriate homework procedure can be established according to the following guidelines, and clearly communicated to parents and students on an on-going basis. We recognize that homework and its implementation is a shared responsibility of the administration, school staff, parents and students.

### GUIDELINES

To assist individual teachers in determining and administering an appropriate homework procedure, these guidelines should be followed:

Purpose: Homework serves a valid purpose when it:

- Provides essential practice in needed skills.
- Provides opportunity to reinforce good work habits and promotes growth in responsibility.
- Enriches and extends the school experience.
- Helps children to learn to budget time.
- Brings pupils into contact with out-of-school learning resources.

Criteria: Criteria help us keep our homework activities in line with our homework purposes. When assignments are given, the following criteria should be considered:

- Does the homework serve a valid purpose?
- Has the class been thoughtfully motivated for work?
- Does the assignment grow out of school experience?
- Is the work adapted to individual needs, interest and capacities?
- Does the assignment extend pupil's fund of information?
- Are the pupils entirely clear about what they are to do?
- Can the pupils do the work without the assistance of parents or others?
- Is the assignment a reasonable one in view of the pupil's home conditions?
- Does the assignment minimize the temptation merely to copy the information?
- Can the assignment be used to determine reteaching needs?

A general rule for the **maximum** amount of homework is ten minutes for each grade level a student has achieved. The following would apply:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| Kindergarten = 5 minutes           | 4 <sup>th</sup> Grade = 40 minutes |
| 1 <sup>st</sup> Grade = 10 minutes | 5 <sup>th</sup> Grade = 50 minutes |
| 2 <sup>nd</sup> Grade = 20 minutes |                                    |
| 3 <sup>rd</sup> Grade = 30 minutes |                                    |