

Creekside Elementary School
2008/2009
Parent Handbook

Parent Handbook
2008-2009 School Year

Creekside Caring Community

We are:

Respectful,

Kind,

Safe

And We Have FUN!

Alejandra Sotiros
Principal
303-494-1069



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CREEKSIDE ELEMENTARY SCHOOL – MASTER CALENDAR 2008-2009

August 13, 14, 15		Student Literacy Assessment Days
August 18		Class Lists Posted
Tuesday, August 19		First Day of School – 8:00 AM
August 19 and 20		Staggered Start for Kindergarten
September 1	No School	Labor Day
September 3		SIT Meeting – 6:30 PM
September 10		Back to School Night – 6:00 PM
September 16, 18, 25		Parent Teacher Conferences – 3:00-7:40 PM
September 17		Picture Day (Individual Pictures)
September 18		Latino Parent Orientation Night – 6:00 PM
September 19	No School	District Professional Development Day
September 22, 23, 24		5 th Grade to Outdoor Ed/Calwood
September 24		October Count Begins
September 29		Vision & Hearing Screening
October 1		SIT Meeting – 6:30 PM
October 3		Fall Festival – 6:00 PM
October 8		October Count Ends
October 24		Reading Is Fundamental Day #1
October 31	No School	District Professional Development Day
November 5		SIT Meeting – 6:30 PM
November 11	No School	Veterans Day Observed
November 21		Report Cards Go Home
November 24 – 25	No School	Fall Conference Exchange Days
November 26 – 28	No School	Thanksgiving Break
December 3		SIT Meeting – 6:30 PM
December 5		Geography Bee
Monday, Dec. 22 –Friday Jan. 2, 2009		No School/Winter Break
January 5 & 6	No School	District Professional Development Day
January 7		SCHOOL RESUMES AT 8:00 AM
January 7		SIT Meeting – 6:30 PM
January 19	No School	Martin Luther King, Jr. Day
January 23		International Festival – 6:00 PM
February 4		SIT Meeting – 6:30 PM
February 6		Spelling Bee
February 13		Reading Is Fundamental Day #2
February 16	No School	Presidents' Day
February 20		Read-a-Thon Begins
February 23	No School	Teacher Work Day
February 27		Report Cards Go Home
March 4		SIT Meeting – 6:30 PM
March 10, 12, 17		Parent Teacher Conferences – 3:00-7:40 PM
March 13		Read-a-Thon Ends
March 23 – 27	No School	Spring Break
April 1		SIT Meeting – 6:30 PM
April 7		Class Picture Day (Group Pictures)
April 16		Science Expo Day
April 17		Spaghetti Dinner – 6:00 PM
April 24 & 27	No School	Conference Exchange Days
April 28	No School	District Professional Development Day
May 6		SIT Meeting – 6:30 PM
May 8		Fun Run
May 15		Reading Is Fundamental Day #3
May 25	No School	Memorial Day
May 28		Last Day for Students, Report Cards Go Home
May 29		Last Day for Teachers

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Dear Creekside Families,

Welcome to the 2008-2009 school year at Creekside Elementary School! We are excited to offer you and your child a year full of academic growth and social learning. We are proud of our diverse school community and welcome our new parents and students from the University of Colorado and surrounding neighborhoods. This year we have students from five continents represented in our school and we have many languages spoken in the building.

We have a very active School Improvement Team of parents and faculty who help design our school goals, raise funds for the classrooms and encourage family involvement at school. Our school goals this year focus on improved student achievement in literacy and math, as well as continuing to improve the social climate of the school. Our parents and faculty are committed to making Creekside a respectful, kind and safe environment for your child.

Please contact me with any questions or concerns you may have during the school year. I am always available for parent phone calls or visits.

Thank you for your dedication to our school!

Alejandra Sotiros, Principal

Mission Statement

“Creekside Elementary School educates students to be active, responsible, and successful participants in our changing world. School staff, parents and community collaborate to provide a strong academic foundation, encourage a love of learning, maximize learning opportunities, foster global awareness, develop strong interpersonal skills and promote health and safety.”

Creekside Elementary School Goals for 2007-2008 *Progress Report*

Achievement Goal

Achievement for all students: The staff at Creekside Elementary School will improve achievement in number sense for all K-5 students over baseline data and over time. The CSAP math weighted index scores will improve for all students from 95 in 2007 to 97 in 2008.

- ❖ **CSAP math weighted index scores for all students went down from 95 in 2007 to 89 in 2008.**

Equity Goal

Equity for all students: The staff at Creekside Elementary School will improve the achievement of Latino children in reading and writing over baseline data and over time. The CSAP reading weighted index scores of Latino students will increase from 15 in 2007 to 30 in 2010. The CSAP writing weighted index score of Latino students will increase from 32 to 60 in 2010.

- ❖ **CSAP reading weighted index scores for Latino students went up from 15 in 2007 to 26 in 2008.**
- ❖ **CSAP writing weighted index scores for Latino students went down from 32 in 2007 to 29 in 2008.**

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Organizational Goal

Students at Creekside Elementary School will feel confident that they are liked by their teachers and their peers as measured by a 5% increase in overall average response to question # 5 and #9 and a 10% increase in overall average Latino scores for the same questions.

- Overall scores in 2005, 06, 07 for question #5 were 73 percent
- Latino scores in 2005, 06, 07 for question #5 were 55 percent
- Overall scores in 2005, 06, 07 for question #9 were 62 percent
- Latino scores in 2005, 06, 07 for question #9 were 44 percent

Elected SIT Positions for 2008-2009 School Year

Position	Representatives for 2007-2008
Co-Chair (1-year term)	Carrie Inoshita
Co-Chair (2-year term)	Rose Lupinacci
Secretary	
Treasurer	Connie Compos
DAC	Heather Janelle
Parent Council	Mary Kay Cicio / Neil Fishman
FRS Liaison	Sydney Solis
Kindergarten Representative	Karen Urbanowski and Megan Elphingstone
1st Grade Representative	Heather Janelle and Mary Kay Cicio
2nd Grade Representative	Karen Hatami and Kellie Mayber
3rd Grade Representative	Jeri Dowe
4th Grade Representative	Jenny Stein and Camille Hook
5th Grade Representative	Krystal Hefferen and Laura DeAngelis

Garden to Table Program Coordinators 2008-2009

Lead Volunteer	Dave Hoyt
The Garden	Connie Compos / Jenny Stein
Wellness Education	Carrie Inoshita
Integrated Curriculum	Mary Strine

ALL VISITORS/VOLUNTEERS MUST CHECK IN AT THE OFFICE, SIGN IN AND RECEIVE A BADGE.

School Hours

School begins at 8:00 A.M. and ends at 2:40 P.M.

Office Hours

Office staff is available from 7:30 A.M. until 3:30 P.M. The office phone number is 303-494-1069 and the staff consists of:

Patty Gillespie, Head Secretary	patty.gillespie@bvsd.org
Betty Hart, Attendance Secretary	betty.hart@bvsd.org
Sandra Bujanda, Health Room Para	sandra.bujanda@bvsd.org

Student phone calls are limited to emergencies ONLY!!

The office will not take phone messages for students unless it is an urgent situation. Please arrange ride information with your child before you drop him/her off for school in the morning.

24 Hour Attendance Line

Call 303-447-5512 before 9 A.M. to notify the school that your child will be absent. The call will be answered by voice mail. Please leave your child's name, teacher and reason for absence.

Good School Attendance

Consistent on time attendance is important and relates directly to academic success. Chronic absences and tardiness will be dealt with by the principal according to Board of Education policy.

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Tardiness is Unacceptable

We expect all students to be in their assigned classrooms on time.

Students arriving after the bell rings (8:00 A.M.), must check in with the office. Tardy students must be accompanied by a parent to have their tardy excused. Tardies will only be excused for extreme weather conditions, or family crisis situations. Other excuses will be evaluated on an individual basis. After five unexcused tardies a letter will be sent to the parents notifying them of the situation. If the tardies continue contact with the family will be made by the principal.

Arrival at School

Staff is on duty to supervise the playground beginning at 7:40 A.M. **Students should not arrive at school prior to that time and should be dressed appropriately for the weather.** Students may not enter the building prior to the bell unless they are eating breakfast. During inclement weather, students will be permitted to wait in the cafeteria and gym. A sign in the front window lets students know if they are to be on the playground or inside.

To and From School

Have your child start to school early enough to arrive on time without rushing. Students should cross only at intersections, stay on sidewalks, refuse to enter or approach strange automobiles or individuals, take care with unleashed animals and walk on the left side of the road if there are no sidewalks.

As students walk to school, or to their bus stops, it is important for them to understand that neighbors value their homes and yards. Students need to earn and keep the respect of the homeowners by practicing the following as they walk to school or bus stops:

- respect private property by not picking the flowers or littering
- stay on the sidewalks and use appropriate pedestrian crossings
- use good manners and be courteous to other pedestrians at all times
- follow all traffic rules
- if riding a bike to school, be especially alert around driveways and parked cars
- lock their bikes at the bike racks
- when entering and leaving school grounds, students are required to dismount bikes, scooters and skate boards.

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Drop Off

If you drive your child to school, do not park in the circle drive in front of the building. If you need to park, use the school parking lot. **The circle drive is for busses only.** Parents can let students off in the parking lot or in the cut out area in front of the parking lot. (MAP – Attachment I)

Bus Behavior

Rules of safety and conduct set by the bus driver are to be obeyed by all students. Riding the bus is a privilege based upon need and good behavior. Inappropriate behavior may result in a denial of this privilege. The bus drivers will be giving students a copy of the district *Bus Behavioral Expectations* form for parents to sign and discuss with the bus rider(s).

Mid-Day Pickup

Because school attendance is so important, we encourage you to schedule medical and personal appointments around school hours. We realize it isn't always possible. **Should you need to pick up your child early, come to the office and sign him/her out.** Office personnel will contact the classroom and your child will be sent to the office to meet you. **Do not go the classroom directly to pick up your child.**

Dismissal

Students must leave the school grounds when school is out. There is no supervision on the grounds after 2:50 P.M. Parents arriving late will need to come to the office to pick up their child.

After School

School is dismissed at 2:40 P.M. each day. All students are expected to go home at that time unless arrangements have been made in advance and/or they are under the direct supervision of a staff member (or supervised in an after school activity). Walkers will be dismissed from the classroom. Staff will supervise bus students until they are seated on the bus. **A note from the parent must be given to the teacher at the beginning of the day if a student plans to go home on a different bus, a walker plans to go home with a bussed student or if there is ANY change in the “normal” route home.** If the student is riding a bus they normally don't ride, the student should bring the note to the office; the office personnel then signs and dates the slip to be given to the bus driver as the student boards the bus.

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It is especially important that students do not come onto the school grounds *unsupervised* after school, in the evenings or on weekends. There is no supervision for safety at these times. Children may not climb on the roof of the building or in the dumpster, climb trees, or ride skateboards, roller blades or bicycles in the parking lot. We are asking that the police are contacted if inappropriate behaviors are seen on school property. We need the help of our parents and neighborhood residents to keep our children safe and to protect our building and grounds. Playground safety rules apply 24 hours a day, seven days a week.

Saying the Pledge

We start every day by inviting the children to recite the *Pledge of Allegiance*. Since we are a school with a diverse, international population, we understand that it is not appropriate for all children to say the pledge. No child will be forced to participate. Children not participating will be expected to sit or stand quietly and respectfully while the rest of the class says the pledge. If you as the parent do not wish your child to participate, please convey your wishes to the classroom teacher.

Breakfast/Lunch

Breakfast is served at Creekside from 7:30 A.M. to 8:00 A.M. the cost is \$1.25 including milk.

Hot lunch for students is \$2.50 including milk. Milk or juice may also be purchased separately. Milk is \$.50 and juice is \$.50. Parents are welcome to join students for lunch. Please call the school office before 9 A.M. to make a reservation for a hot meal. Adult lunches are \$3.50. **Applications for *Free and Reduced Lunch* forms are available in the office. A new application needs to be filled out at the beginning of each school year.**

Lunch menus will be sent home once a month. They appear on Monday in the *Daily Camera* and can be found on the BVSD web site (bvsd.org).

Please ... no glass containers, soda pop, candy or gum! A healthy diet contributes to student learning.

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Homework Policy

Homework is an important part of the school experience. **By encouraging children to complete homework, parents are conveying that homework and school are important.** Besides providing a link between parent and teachers regarding what is being taught, various types of homework serve to support student growth by:

- promoting the development of good study habits, self-discipline and responsibility
- providing opportunities for memorization, drill and practice
- reading as a background for classroom activities
- establishing opportunities for interaction between students and other people in their home, neighborhood or community
- providing opportunities to complete unfinished class work.

If a child seems to be spending an inordinate amount of time on homework, or if it is a large source of frustration to the family, parents are encouraged to contact the classroom teacher for assistance or modifications. Teachers will review the homework policy with their class at *Back-to-School* night.

Library

Students are encouraged to check out books from the school library in order to foster good reading habits, build an appreciation of literature and develop a sense of responsibility. Library books are to be returned in a timely fashion. If damaged or lost, the library needs to be reimbursed for the replacement cost of the book.

Parents are encouraged to check out books and visit the parent shelf in the library.

Lost & Found

Lost & Found is located by the east door. Items not claimed will be donated to charity. It is helpful to label all articles that your child brings to school.

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Toys at School

Toys, radios, iPods, game boys, trading cards, etc. are not to be brought to school. These are not enhancements to our educational environment.

Skateboards, scooters and roller blades are not permitted on school property in accordance with district policy: Skateboards, scooters and bikes need to be walked on school property. Rollerblades and skates need to be taken off on school grounds and shoes put on in their place. Skate shoes may not be worn at school with the skates “locked in”.

Access Statement:

Creekside Elementary school is committed to making our school and programs accessible to students and visitors with disabilities. If you need special accommodations, please contact Alejandra Sotiros, 303-494-1069, at least 5 days prior to a scheduled event or meeting.

Basic School Guidelines:

1. Hats and bandanas are not allowed in the building.
2. Student phone calls are limited to emergencies only. The office does not take phone messages for students, except in the case of an emergency.
3. If a child will be going home with another student and/or in a way other than usual, a parent note is required.
4. Students must wait outside until the bell rings in the morning. They may not be inside the building unless they are eating breakfast or are accompanied by a parent.
5. Students may not play on the playground after school unless they are with their parent. They must go home, or to after school care.
6. Birthday invitations can be delivered at school only if the entire class is invited.
7. Toys are not allowed at school. This includes walkmans, i-pods and game boys.
8. Gum and candy should be kept at home.
9. “It takes a village” ... All adults (parents, staff etc.) in the building should take responsibility for all of the students in the building.
10. Bully Proofing provides education for students around how to deal effectively with bullying behavior.
11. Creekside Caring Community – We are Respectful, Kind and Safe toward self, others and property.
12. Cell phones; if you insist that your child bring a cell phone to school it must remain in their backpack all day.

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Dress Code

Student dress should conform to recognized standards of decency, safety, modesty and cleanliness. Students will not be permitted to dress in a manner that:

- affects the safety of that student or others
- is disruptive or distracting to the learning environment
- exposes skin such as bare midriff tops, or tops which expose undergarments and includes immodest or revealing clothing.

New Playground Rules

General Policies:

1. Appropriate language, “No Bullying” and “No Exclusion” policies are practiced on the playground at all times. All students will have the opportunity to be included in all activities.
2. Blacktop areas, grassy field areas, and graveled playground areas are for playing. Other areas (e.g. the shed areas and the bike rack areas) are not considered part of the play area.
3. All rules in the Creekside Parent Handbook apply to the playground.
4. Food, gum, candy, walkmans, CD players, game boys, and umbrellas must stay in the classroom if allowed there. (Gum is not allowed in the building or on the playground.)

Jungle Gym/Ladders

1. The equipment is safe for climbing up and climbing down, it is not safe to jump off of the equipment.
2. Children must have both hands in contact with the equipment at all times.
3. Watch out for other climbers!
4. No hanging onto others (arms, legs wrapped around another child).

Slides

1. Climb up the ladder one step at a time, one child at a time.
2. Slide down in a sitting position, feet forward, one child at a time.
3. Slides must be clear of rocks and snow for sliding.
4. Slides are for sliding down only.
5. Support bars are designed to support the slides instead of for play.

Domes and Megasaurus

1. Stay out from under the dome and Megasaurus when other children are on top.

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2. No climbing on the outside (top) of the dinosaur tube slides; go down the inside of the tube only.
3. To get off the equipment, please climb, slide or walk. Jumping is for ground level only.
4. Children are not allowed to “sit” on the head of the dinosaur. (It is too high off of the ground.)

Swings

1. Swings must be at full chain length.
2. Stay seated in the swing until it comes to a complete stop.
3. Swing only straightforward with your bottom on the swing.
4. Only one child per swing.
5. The pusher needs to stay behind the swing at all times (no “under dogs” allowed).

Bikes, Rollerblade, Scooters, Skateboards, Skates and “Skate Shoes”

1. These may be used for transportation to and from school only.
2. **Skate Shoes may not be worn at school** with the skates locked in.
3. **Please remove skates and rollerblades and get off bikes and skateboards upon arrival on school grounds. Walk bikes and scooters** before entering circle area, playgrounds, parking lot or blacktop.
4. Bikes may be locked onto the bike racks on the school playground.

Trees, Twigs, Branches, Rocks, Snow, Ice, Sand & Dirt

1. Please use the climbing equipment instead of trees for climbing.
2. Fallen tree branches, twigs, snow, and rocks (gravel) **must** stay on the ground.
3. Branches/leaves should not be pulled off trees. They are living things.
4. Dig in the sandbox only. Please avoid making sand go in other kids’ faces/eyes.
5. For safety reasons please stay off icy areas.
6. Boots are required to play in the snow. Children wearing shoes will play on the blacktop on snowy days.

Playground Games

1. You may chase and run together without grabbing or touching other students.
2. Use classroom playground toys only and remember to bring them back inside when recess is over.

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Volunteers

ALL VISITORS/VOLUNTEERS MUST CHECK IN AT THE OFFICE, SIGN IN AND RECEIVE A BADGE

All volunteers need to sign a “volunteer agreement” with the classroom teacher.

It would be helpful if volunteers would:

- ❖ Be Consistent and on time.
- ❖ Be Flexible, the daily schedule can change at the last minute due to special programs, A/V material availability and sometimes just because students need more or less time to complete work in progress.
- ❖ Be non-judgmental and confidential. It is not appropriate to comment to anyone about a student, a teacher or another parent or family.
- ❖ Treat your child (as much as possible) like all the other students. Treating your child differently can adversely affect their behavior and interactions with other students.
- ❖ Please do not bring younger siblings with you.
- ❖ Be kind, understanding and supportive. No student, teacher or parent is always perfect. Positive comments are always appreciated.
- ❖ Be self-directed and please use the time you are here to be with the students. I cannot be available during class time to chat or conference about your child.
- ❖ Have fun!

YMCA Before/After Care Program

The YMCA at Creekside provides a safe, fun program for children before and after school. ***We have no students being cared for before school at this time.*** After school care is 2:40 P.M. – 6:00 P.M. We are open on *no school* days and provide drop-in care. For information, please stop by the cafeteria and talk to Lauren or call 303-443-4474, ext. 4210 and leave a message.

Family Resource School (FRS) Program

FRS provides family support services and referrals to other agencies. Parent support and development is available for GED certification, ESL and more. We provide wonderful after school enrichment classes as well. For more information, call Magali Arevalo, Spanish speaking coordinator, at 303-441-4097.

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Pre-School Program

Creekside Preschool is a BVSD program for children 3-5 years old with special needs and their typically developing peers. Two classes are offered: Tuesday through Friday mornings from 8:00 – 10:55 A.M. and Tuesday through Friday afternoons from 11:45 – 2:40 P.M. Tuition is based on a sliding scale. Contact Susan Taddeucci at 303-494-1069, for more information. **Preschool is full this year.**

Kindergarten Care

Creekside's K-Care is a fee-based program that is available for parents of Kindergarteners who need care for their children for the part of the day that they are not in kindergarten. The program provides a variety of structured and unstructured activities encompassing the areas of literacy, math, science, dramatic play, art, music and large and small motor games. Emphasis is placed on developing social skills and building positive self-esteem. Ellen Eherenman, and Maria Lupe Garcia are the Kindergarten specialists at Creekside Elementary.

Discipline Policy

Boulder Valley School District Policy - Student Conduct

Please review the BVSD Student/Parent Handbook sent home the first day of school.

Creekside Discipline Policy - Every student and staff member at Creekside Elementary School has the responsibility to be familiar with the Discipline Plan and expectations for behavior. This Discipline Plan will be reviewed each year as a part of introductory and school-wide activities. We will therefore depend upon consistent high expectations for all members of our school community.

“Creekside Caring Community:

We are Respectful, Kind and Safe towards Self, Others and Property.”

- **We are Respectful** - All students and staff members will show respect for others regardless of ability, race, ethnic origin, gender or personal life style choices. Under no circumstances will harassment, bullying or intimidation of others be tolerated. We are very proud of our school building, equipment and playgrounds. All members of our community will safeguard the resources of the school.
- **We are Kind** - We believe that all students have the right to come to school and learn in a safe and positive environment. We ask that everyone treat each other in a kind manner.

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- **We are Safe** – Students are expected to follow the playground rules, school rules and classroom rules. These rules are designed to create a safe environment for all students, staff and community members.

The Creekside Elementary School Discipline Plan has outlined three levels of behaviors.

Level 1 Outstanding

- Being self-responsible
- Working together
- Returning equipment
- Helping others
- Acting as a role model

Level 2 Acceptable

- Following directions
- Participating
- Taking care of equipment
- Respectful of others
- Under control and safe

Level 3 Unacceptable

- Not following directions
- Not working together
- Arguing
- Hitting or pushing
- Out of control

Behaviors that can be handled by staff members, where they occur.	Behaviors that need principal support in the office.
Name Calling	Yelling, Screaming, Threats, Sexual or Racial Harassment
Tattling/Blaming others	Severe Profanity
Mild Profanity	Habitual Tardiness
Tardy	Violent Emotional Meltdown
Mild Emotional Meltdown	Physical or Hurtful Behavior
Unsafe Playground Behavior	

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<p>Arguing/Mild Defiance</p> <p>Hall Behavior</p> <p>Gum, Candy, Toys, Hats</p> <p>Forming of Cliques</p>	<p>Continued Defiance</p> <p>Physical or Hurtful Behavior</p> <p>Stealing</p> <p>Damaging School Property</p> <p>Weapons</p> <p>Alcohol or Drugs</p>
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Incident Reports: When a student exhibits a behavior listed above that requires principal involvement, the teacher sends the child to the office with a referral form. The child will spend approximately 30 minutes in the office involved in resolving the conflict. Children will complete a written primary or intermediate incident report that describes the incident and how they might have handled the situation in a more positive manner. The student will then have an opportunity to discuss the situation with the principal and then with their classroom teacher. **Parents will be given a copy of the report that day which will need to be returned with the child the next day.**

Parent Signature: The student needs to return the Incident Report to the office the next day. If this does not happen, the student will be called to the office to call his/her parents to ask assistance in returning the Incident Report the following day. One day of grace is permitted. The student will not be permitted to go out to recess the following day(s) until the Incident Report is returned, with parent signature.

Repeated Incident Reports: Injurious or dangerous behaviors occur quite rarely at Creekside Elementary School. When they occur more than once for an individual student, the following guidelines will apply:

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1st Incident Report	Problem-Solving Sheet sent home for parent signature within 24 hours.
2nd Incident Report	Teacher calls parent or requests a personal conversation with teacher.
3rd Incident Report	Conference is held with teacher, parent, student and principal. A behavioral plan and other consequences or restrictions may apply.
Additional Reports	Could result in an in-school restriction or out-of-school suspension.

“Suspension or Expulsion”

Serious and/or injurious behaviors warrant immediate suspension from school, with school district involvement, that could lead to recommendation for expulsion from school. These offenses include: possession of a dangerous weapon, assault, robbery, sale of controlled substance and habitually disruptive behavior that repeatedly interrupts the learning environment. A dangerous weapon is defined in the expulsion statute as: “a fire arm, whether loaded or unloaded, a firearm facsimile, a pellet or BB gun, a fixed blade knife (3”+), spring loaded or pocket knife (3 1/2”+), or any object, material, instrument or substance that is used, or is intended to be used, to inflict death or serious bodily injury.”

The Superintendent will make the recommendation for expulsion from school for up to a year’s time for these most serious offenses.

Health Services

Our health room is staffed by our health aide Sandra Bujanda. The school nurse visits occasionally. When a child is not feeling well at school, the health room staff will determine the extent of injury or illness and determine if the parent should be called. Except in emergency medical situations, the primary responsibility for transporting children will be the parents. **Do not send sick children to school.**

Boulder County Health Department

How do you know when to keep your child home from school? Here are a few guidelines to help you make this decision. **Besides obvious injury or disease, children need to stay home if they have:**

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- **fever, vomiting or diarrhea** – If these symptoms are severe or persist, consult a doctor.
- **a cold** – A good rule of thumb is to keep a child home at the beginning of a cold. It is the most infectious time and when they are feeling the worst. Return to school when they do not have a persistent cough and they feel well enough.
- **strep throat** – A child may return to school 24 hours after an antibiotic is started, if their temperature is normal and they feel well enough.
- **chicken pox** – Should stay home until there are no new spots and old ones are scabbed over. Usually this means 7-10 days.
- **head lice** – May return to school only after treatment and hair is free of nits.
- **impetigo** – May return to school after they have started treatment. Remove crusts before applying medication and cover with a band-aid if possible.
- **pink eye** – Any eye infection must be under treatment by a physician before the child can return to school. May return 24 hours after antibiotic treatment is started.
- **measles, mumps, rubella** – These are illnesses which are highly communicable and need to be diagnosed by a physician. Please report any suspicious cases to the school so that follow-up can occur.

A child who becomes ill at school must be sent home if:

- **temperature is 99.9° or over**
- **98.6° and accompanied by other symptoms.**

What does **24 hours after antibiotic treatment is started** mean? This means if your child goes to the doctor at 11 a.m. on Monday and medicine is started that day, **your child should not be back at school until Wednesday morning.**

Medications (prescription and over-the-counter) may only be administered by trained school personnel using the proper forms from your doctor on file in the office. This includes antibiotics, cough medicine or Tylenol. If your child is taking medication three times a day, try to have the mid-day dosage right after school.

It is critical that we have the following information on file in case of illness or emergency:

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- **telephone numbers where parents may be reached**
- **names and phone numbers of relatives or friends who may be contacted when parents are not available**
- **family doctor's name and phone number.**

Dispensing Medication at School

In order for school personnel to dispense medication (**prescription or non-prescription**), three things are needed from you.

1. **A signed copy of the *Parent's Request for Giving Medicine at School and Release Agreement*.** A new form must be signed for each medication or each regimen of medication. In addition, **a new form must be signed at the beginning of the school year.** Medication (including over-the-counter items) will be administered only if the required form signed by the parent/guardian and physician are on file.
2. **The doctor's written order for medication** (including over-the-counter medication).
3. **Medication must be in the original bottle dispensed by the pharmacy with a label containing:** the child's name, name of medicine, how often to administer the dosage and where appropriate, the date the medication is to be stopped.

The school will not give injection medications on a regular or routine basis except if a child has a condition that is potentially life threatening and an injection is ordered by the physician in order to save the child's life. An example is a child who has an extreme allergic reaction to a bee sting.

It is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the family transfers to another district. All medication left in the school will be disposed of by the health room staff. If you are unable to comply with the above regulations, you have the option of coming to school and giving medication to the child at the appropriate times.

Physical Examinations and Immunizations

It is a policy in the Boulder Valley School District that all students entering kindergarten, 4th, 7th and 10th grades and all students new to the district receive a physical examination by a physician.

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The school district must adhere to state law, which requires that children attending school must be immunized against certain communicable diseases. Records of immunization must be presented to the school and required immunizations completed prior to registration. **Contact the school office if you wish to request an exemption for medical, religious or philosophical reasons.**

NOTE: All schools receiving Title I funds are required by law to adopt a policy on parent involvement and to jointly agree upon a school/parent compact. This sample policy and compact contain the content and language CASB believes best meets the intent of the law. However, the school should consult with the district office to access review by the district's Title I coordinator and if appropriate, the district's legal counsel, to determine the policy language that best meets the school's unique circumstances and needs.

This policy and compact has been jointly developed and agreed upon by the Creekside Elementary School and parents of students served in the school pursuant to Title I (hereafter referred to as "parents").

Policy

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education).

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Compact

[NOTE: The following list of responsibilities is a starting place for your discussions. The parents, administration and staff of each school should have a conversation about and agree upon expectations that will meet the unique needs of students in their particular school. The

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responsibilities listed in BOLD below come from “No Child Left Behind” and must be included. However, you may wish to add to them or bring further specificity to some that are listed (as indicated by the additional material not in bold print).

The school-parent compact should be developed and agreed upon by all interested parents as a group. If appropriate, as determined by individual staff members and parents, individual compacts, based on the school compact, may then be developed. In such case, staff members and parents should feel free to include additional responsibilities or bring more specificity to responsibilities already listed.]

Responsibilities of school

The school will:

- **Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.**
- **Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.**

School Parent Involvement Policy, the administration will:

- **Facilitate and implement the Title I Parent Involvement policy.**
- **Involve parents in the planning, review and improvement of the School Parent Involvement Policy at least annually.**
- **Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.**
- **Make the School Parent Involvement Policy available to the community.**

With regard to parent meetings, the administration will:

- **Convene annual meetings to inform parents of their school’s participation in Title I, the requirements of Title I and the right of parents to be involved.**
- **Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.**

With regard to Title I Programs and Plans, the administration will:

- **Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the**

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academic assessments used to measure student progress, and the proficiency levels students are expected to meet.

- Involve parents in the planning, review and improvement of any Title I programs at the school.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

With regard to professional development, the administration will:

- With the assistance of parents, educate teachers, pupil services personnel, principals and other staff in:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - implementing and coordinating parent programs
 - building ties between parents and the school

With regard to the coordination with other programs, the administration will:

- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

Shared responsibilities of administration and staff

Administration and staff will:

- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I,

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how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.

- **Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement.**
- **Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to (not only in a language that may be something other than English, but also to address the education level and other factors that affect comprehensibility).**
- **Provide such other reasonable support for parental involvement activities as parents may request.**
- **Provide access to educational resources for parents to use together with their students.**

Responsibilities of staff

The staff will:

- **Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.**
- **Advise parents of their student's progress on a regular basis.**
- **Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. For elementary schools at least one parent/teacher conference shall be held each year during which the School-Level Title I Parent Involvement Policy (School/Parent Compact) will be discussed as it relates to the student's achievement.**
- **Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.**

Responsibilities of parents

Parents will:

- **Support their student's learning at home by:**
 - **monitoring attendance**
 - **monitoring completion of homework**
 - **monitoring television watching**
 - **encouraging positive use of extracurricular time**
- **Volunteer in the classroom.**
- **Participate, as appropriate, in decisions related to their student's education.**
- **Participate in school activities on a regular basis.**

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- **Actively communicate with school staff regarding their student's needs and circumstances.**
- **Be aware of and follow rules and regulations of the school and school district.**

[NOTE: In addition to the responsibilities listed above, the school and parents may wish to consider other discretionary ideas provided in the parent involvement section of "No Child Left Behind". Be sure to determine whether the District Title I Parent Involvement Policy provides any direction on these specific ideas before incorporating them into the School-Level Title I Parent Involvement Policy.]

[NOTE: The law does not require school personnel and parents to sign the School/Parent Compact. However, if the school and parents feel signing the School/Parent Compact will be helpful, signatures may be encouraged.]

School staff member: _____ Date: _____

Name (print) Title

Parent: _____ Date: _____

Name (print) Signature

[NOTE: Individual Literacy Plans (ILPs) are required for some students under Colorado law. For students with ILP's, any individual school/parent compacts should be developed with awareness of the parental responsibilities provisions contained in the student ILP.]

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**Boulder Valley School District
File: AC
Adopted: date of manual adoption
Revised: May 26, 1994, May 8, 2007**

**Associated Regulation: AC-R
Associated Exhibits: AC-E1, AC-E2**

NONDISCRIMINATION

The Board affirms that there shall be no discrimination against anyone in the school system on the basis of race, age, marital status, creed, color, sex, disability, or national origin.

The Boulder Valley School District will not tolerate discrimination, harassment, or violence against anyone, including students and staff members, regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, age, disability, or religion.

No Boulder Valley School District student or employee shall be subject to adverse action in retaliation for any good faith report of discrimination under this policy.

LEGAL REFS.: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
Executive Order 11246, as amended by Executive Order 11375

Equal Opportunity Act of 1972, Title VII
Education Amendments of 1972, Title IX (P.L. 92-318)
45 C.F.R. Parts 81, 86 (*Federal Register*, June 4, 1975; August 11, 1975)

Vocational Rehabilitation Act, Section 504
C.R.S. 22-20-101 *et seq.*

C.R.S. 24-34-301 through -306
Americans with Disabilities Act of 1990

CROSS REFS.: ACA*, Nondiscrimination on the Basis of Sex (Compliance with Title IX)

GBA, Equal Opportunity Employment (And Affirmative Action)
JB, Equal Educational Opportunities

End of File: AC

School Closure Information

Notification is given prior to 6:30 a.m., or as soon as the decision is made to close during the day. **Parents: lack of any closure announcement on our homepage and cancellation page means that classes are being held as usual.** Typically the media will also only release information if school is closed. In most cases, no media announcement also means that schools are open.

Parental Attendance Responsibilities

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. **When the weather is bad, but school is open, parents must make a family decision regarding attendance or late arrival for their children.** A personal contact by the parent or a written note to school officials will excuse a student's late arrival or absence during these conditions.

Other Sources of Closure Information

KGNU	88.5 FM	KWGN-TV	Channel 2
KJMN	92.5 FM	KCNC-TV	Channel 4
KTCL	93.3 FM	KMGH-TV	Channel 7
KISS	95.7 FM	Bldr P.A.-TV	Channel 8
KBCO	97.3 FM	KUSA-TV	Channel 9
KOSI	101.1 FM	KDVR-TV	Fox 31 News
FOX	103.5 FM	KHOW	630 AM
KOOL	105.1 FM	KOA	850 AM
KBPI	106.7 FM	KRCN	1060 AM
		KBNO	1280 AM

When the weather is severe enough that it is necessary to close schools in all or part of the District, **it is extremely important that working parents have pre-arranged child care available to them;** arrangements with a friend or neighbor; provisions at a child care center; child care leave from work (if available); arrangements with a neighborhood teenager who also would be out of school; etc. It is

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very important that parents make these arrangements before the event, since Colorado weather is unpredictable, and it's not unusual to be hit by a severe storm at almost any time during the school year!

In the case of partial closings (where only certain schools or areas in the district are closed) the principal of each affected school will determine whether activities such as parent meetings, programs, athletic events and building-use contracts will be held, cancelled or postponed. Please check with school administration for this information. **In the event of a district-wide closure**, under most circumstances all events will be cancelled.

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