

Newcomers' Handbook

Coal Creek Elementary School

2009/2010



Parent Partners

... supporting the transition to our Coal Creek Community.

in partnership with



Newcomers' Handbook

Table of Contents

CONTACTS	3
ATTENDANCE.....	3
IMPORTANT DATES.....	4
SCHOOL COMMUNICATION.....	4
SCHOOL SECURITY.....	5
TEACHERS	5
SCHOOL LUNCHES AND CLASSROOM SNACKS.....	6
FIELD TRIPS	7
PLAYGROUND INFORMATION.....	8
APPROPRIATE SCHOOL DRESS	8
HEALTH ROOM.....	8
DROP OFF AND PICK UP	9
LOST AND FOUND	10
COMMUNITY SCHOOL PROGRAMS.....	11
STUDENT CLUBS AND ACTIVITIES.....	11
ANNUAL SCHOOL EVENTS.....	12
ANIMALS ON THE SCHOOL GROUNDS	13
SEPARATION ANXIETY	13
GET INVOLVED	14

Newcomers' Handbook

CONTACTS

School Number	◆ 303-666-4843
School FAX	◆ 303-661-9892
School Address	◆ 801 West Tamarisk Street, Louisville, CO 80027
School Website	◆ http://schools.bvsvd.org/coalcreek/index.html
Principal	◆ John Kiemele
Main Office	◆ Sara Remington, Erika Avitia, Liz Beasley
All Staff	◆ Email them at <u>Firstname.Lastname@bvsvd.org</u>
Attendance Line	◆ 303-447-5491
Occupational Therapist	◆ Tammy Garner
Social Worker	◆ Helen Hedrick
Learning Services	◆ Margaret Janda, Sally Lopez and Carin Small
Speech Pathologist	◆ Lisa Bradford
Heath Room	◆ Liz Beasley
K-Care (Kindergarten Care)	◆ Ivy Calabrese, Teacher ◆ 303-499-1125, ext. 227
SAC (School Age Care)	◆ Carrie Schlaitzer ◆ 303- 666-0793
Inclement Weather	◆ Is School in session? ◆ 303-447-0793

ATTENDANCE

Protocol for students being out sick, on a trip, or late for school due to an appointment or uncontrollable circumstances	<ul style="list-style-type: none"> ◆ Call the Coal Creek Attendance Line at 303-447-5491. ◆ Indicate whether your child is sick or out of town. ◆ It is helpful for the office and teacher to receive notes in advance of known absences. Please be sure to include dates the child will be gone from school ◆ If your student will be late, please indicate whether he or she will be taking hot lunch.
School closure due to inclement weather	◆ There are several ways to confirm school closures - all major TV stations will report closures by 6:30a.m; in addition, you can log onto the district website at www.bvsvd.org where information will be posted.
Open Enrollment	◆ Applications are available at every school in the district, in the Open Enrollment Office, and on the district website beginning in November. For additional information, please contact the Open Enrollment Office at 303-245-5900.

Newcomers' Handbook

IMPORTANT DATES

Class list	<ul style="list-style-type: none"> ◆ Class list will be posted in the windows near the front doors of the building on August 7, 2009 after 4:00p.m.
Meet the Teacher	<ul style="list-style-type: none"> ◆ Held outside on August 13, 2009 from 3:00-4:00. Students are not to bring supplies on this day. Sign up for ½ hour literacy assessment to be held on either August 17 or August 18. ◆ If your child is out of town during Assessment Days, they will be assessed during the first week of school.
School Times	<ul style="list-style-type: none"> ◆ 8:00a.m. – 2:30p.m. for grade 1 – 5 ◆ A.M. Kindergarten 8:00a.m. – 10:50a.m. P.M. Kindergarten 11:40 – 2:30p.m. ◆ School sends out a letter in June stating if Kindergartener will be in the morning or afternoon class and also indicates their staggered start date. ◆ K-Care: same hours as Kindergarten above. ◆ Kindergarteners and K-Care all eat lunch together from 10:50 – 11:40. ◆ SAC: 2:30pm – 6:00pm.
First Days of School	<ul style="list-style-type: none"> ◆ <i>Bring school supplies on first day of school.</i> ◆ Assessments August 17 & August 18 - parents invited into gym for refreshments and get-to-know one another. ◆ Staggered start for Kindergarten – August 20 and August 21 with complimentary refreshments after Kindergarten drop-off. ◆ First full day of school for Grades 1-5 will be August 20th; first day for al Kindergarteners together will be August 24. ◆ Curriculum (Back to School Night) – September 8th.
Other Dates of Interest	<ul style="list-style-type: none"> ◆ Check out the school website for other daily/monthly activities at http://schools.bvsd.org/coalcreek/index.html

SCHOOL COMMUNICATION

Newcomers' Handbook

Staff Communication	<ul style="list-style-type: none"> ◆ Email them at Firstname.Lastname@bvsd.org ◆ Phone/voicemail 303-666-4843
School Website	<ul style="list-style-type: none"> ◆ http://schools.bvsd.org/coalcreek/index.html ◆ Provides a wealth of information including a detailed Family Handbook which includes: <ul style="list-style-type: none"> • <i>About Our School</i> • <i>Curriculum</i> • <i>Policies and Procedures</i> • <i>Calendar</i> • <i>Parental Involvement</i> • <i>Communication</i> • <i>Student Activities</i>
Curriculum Evening (Back to School)	<ul style="list-style-type: none"> ◆ Held on September 8th. ◆ Parent only event, no childcare provided.
School Newsletter	<ul style="list-style-type: none"> ◆ Our monthly school newsletter provides you with a communication from the principal, upcoming events, and dates of importance.
Classroom Communications	<ul style="list-style-type: none"> ◆ Classroom/grade level newsletters are provided by the teacher.
Parent to Parent	<ul style="list-style-type: none"> ◆ The school directory (cost approximately \$2) is distributed the end of September.

SCHOOL SECURITY

Visitor/Volunteer Sign In	<ul style="list-style-type: none"> ◆ All visitors to the building must sign-in and out whenever visiting Coal Creek. Badges are available just outside the office where you are signing in. Please leave your badge in the basket after signing out.
Student Pick Up	<ul style="list-style-type: none"> ◆ Students can only be picked up by someone designated on their emergency contact card. ◆ If someone else needs to pick up your child, please contact the office. Please remind them to bring in their drivers license as proof of identification
In Case of Emergency	<ul style="list-style-type: none"> ◆ Plans are in place and revised yearly, communicated through the office.

TEACHERS

Contacting my student's teacher	<ul style="list-style-type: none"> ◆ Staff directory can be found on school website at http://schools.bvsd.org/coalcreek/info/faculty.html ◆ By phone 303-666-4843, ask to be connected to teacher during regular school hours.
---------------------------------	---

Newcomers' Handbook

	<ul style="list-style-type: none"> ◆ Leave a message on voicemail (contact office using above number). ◆ Email them at Firstname.Lastname@bvsd.org ◆ Teacher's preferred method of communication will be discussed during Curriculum Evening. ◆ Leave a note for the teacher in the child's Friday Folder.
Volunteering in the classroom	<ul style="list-style-type: none"> ◆ Teacher will discuss volunteer opportunities at Back to School (Curriculum) Night held within the first month of the school year.
Parent/Teacher Conferences	<ul style="list-style-type: none"> ◆ Sign up sheets are posted 3 weeks prior to conferences in the school foyer. ◆ Held in the Fall (10/13, 10/14, 10/15) and again in the Spring (2/15, 2/16, 2/17).
Teacher Appreciation Ideas	<ul style="list-style-type: none"> ◆ Check out each teacher's wish list posted in the school foyer. ◆ Door decorating (done once a year). ◆ Providing meals during special events (i.e., Parent/Teacher conferences).
Celebrating Student's Birthday	<ul style="list-style-type: none"> ◆ Birthday celebrations within the classroom should be coordinated with the teacher. Please be sure to check on food allergies of the children in the classroom before bringing in any food. ◆ Students are not allowed to pass out birthday invitations at school. You can purchase a school directory from the front office for student address information to mail invitations.
Classroom Activity Schedule	<ul style="list-style-type: none"> ◆ Posted on school website.
Siblings in the classroom for volunteer time or parties	<ul style="list-style-type: none"> ◆ Speak to the classroom teacher.

SCHOOL LUNCHES AND CLASSROOM SNACKS

Lunches	<ul style="list-style-type: none"> ◆ Students may choose hot lunch or bring their own cold lunch. ◆ Hot lunches can be purchased, price TBD. Each hot lunch includes milk. ◆ Students wanting just a beverage may purchase
---------	---

Newcomers' Handbook

	<p>milk or juice, price TBD.</p> <ul style="list-style-type: none"> ◆ Additional main entrées and ala carte items can be purchased, if available. Prices TBD. ◆ Coal Creek launched a "Harvest (salad) Bar" in our Finer Diner in 2008. Our goal is to provide students with more fresh vegetables and fruits to enjoy during their lunch. It is a regular part of the hot lunch; if a student desires to purchase a salad bowl separately, price TBD. ◆ Due to allergies, students are not allowed to share food. ◆ Students either pay for lunches daily or an account may be set-up using check, cash or credit card. ◆ If using the account option, each child will be given an account number and each lunch purchase will draw against the account balance. A notice will be sent home when the account needs to be replenished. ◆ Students may not carry a negative balance, maximum amount TBD. If this occurs, the student will only be provided with a peanut butter sandwich and milk until the balance is paid. ◆ Parents (and siblings) are always welcome to have lunch with their student. Adult/siblings prices TBD. Please notify the office by 8:30a.m. that morning, so additional lunches can be ordered.
<i>PayForIt</i> – on-line lunch payments	<ul style="list-style-type: none"> ◆ Log on to <i>PayForIt</i> any time to make a deposit, view your child's account balance, set up recurring deposits, set up email notifications, or request a purchases report. ◆ Go to www.bvsd.org for easy access to <i>PayForIt</i> and more information.
Classroom Snacks	<ul style="list-style-type: none"> ◆ While not every grade level allows snacks in the classroom, those that do encourage small, healthy snacks. ◆ If you are providing a snack for the entire class, please check with the classroom teacher to determine any food allergies.

FIELD TRIPS

Policies	<ul style="list-style-type: none"> ◆ A field trip permission form MUST be completed and signed by a parent for students to participate in a field trip. ◆ A form will be sent home for each field trip.
Siblings on field trips	<ul style="list-style-type: none"> ◆ Generally no, due to liability issues.

Newcomers' Handbook

PLAYGROUND INFORMATION

School Recess	◆ The lunch break includes 15 – 20 minutes for eating lunch and then playground for 20 -25 minutes. In addition to lunch recess, students usually have a grade level recess once each day for 15 minutes.
General Rules	◆ Students will attend an assembly at the beginning of the school year that covers playground rules; this will also be covered in the classroom.
Playground Supervisor	◆ Paraeducators and the classroom teachers act as playground supervisors.

APPROPRIATE SCHOOL DRESS

Clothing	<ul style="list-style-type: none">◆ Students should come to school dressed appropriate for all types of weather. For the most part, students do go outside for recess and should be dressed properly.◆ Students should wear tennis shoes on P.E. days.◆ Students need to refrain from wearing:<ul style="list-style-type: none">• Clothing with messages related to alcohol or tobacco• Clothing with gang-related colors or messages• Pajama pants• Hats (except on designated Hat Days)• Short shorts• Short shirts that show the midriff• Shirts with "spaghetti" straps• Low tank tops <p>If a student's outfit is deemed inappropriate, a staff member will ask the student to cover up the inappropriate attire. If the cover-up doesn't address the clothing problem, school may call the student's parent or guardian to bring another set of clothing to school.</p> <ul style="list-style-type: none">◆ Check with the school office with specific questions.
----------	--

HEALTH ROOM

Health room and what are the policies	<ul style="list-style-type: none">◆ Students often come to the health room for minor scrapes, not feeling well, etc.◆ Our Health Paraeducator, Liz Beasley, is in the health room from 8:30a.m. – 1:00p.m. If a child comes in during that time she will be there to assist them. Outside of those hours, the student may be assisted by a volunteer or office staff with up-to-date First Aide and/or CPR.◆ Parents will be contacted in case of an emergency.
---------------------------------------	---

Newcomers' Handbook

Immunizations	<ul style="list-style-type: none"> ◆ ALL students entering BVSD schools must show proof of immunization status upon registration. ◆ Go to BVSD website for details http://bvsd.org/health/Pages/requiredimmunizations.aspx
Keeping my student home	<ul style="list-style-type: none"> ◆ Students with a fever, vomiting, strep throat, or pink eye should be kept at home until the fever and/or vomiting has subsided for a 24 hour period or they have been on medication for 24 hours. A child with a rash that can not be identified should be kept at home until the student has seen a doctor who has determined that the child is not contagious. ◆ Students that have head lice may return after being treated. ◆ Students with a cold should stay at home at the beginning stages and only return after the persistent cough has subsided.
Medications at school	<ul style="list-style-type: none"> ◆ Students needing to take ANY medications, including cough drops (whether an over-the-counter or Dr. prescribed medication) at school will require the following: <ul style="list-style-type: none"> ○ Completed BVSD medication form signed by the doctor and parent. ○ The correct dosage in the pharmacy bottle/package (must be in original container).
Emergency Contact Cards	<ul style="list-style-type: none"> ◆ Please fill out an emergency card before the school year begins. ◆ Keep all information up-to-date so that we will always be able to contact you.
Vision/Hearing Screening	<ul style="list-style-type: none"> ◆ Vision and hearing screenings are done once a year. Please be sure to send your student with any type of vision aide they may require for the testing. ◆ Students absent on the original screening day (10/23) will have an opportunity to be screened at a later date.

DROP OFF AND PICK UP

Crosswalk	<ul style="list-style-type: none"> ◆ Students should always use the crosswalks in front of the school at either the east or west crosswalk where there is a volunteer to help students cross. ◆ Please dismount your bicycle or scooter and walk it across the street as well as in front of the school.
Neighborhood	<ul style="list-style-type: none"> ◆ Be considerate of the neighborhood families; please do not use their driveways to turn around. Also, leave 5 feet on either side of the driveway so they

Newcomers' Handbook

	can safely enter and exit their home.
Bus Lane	<ul style="list-style-type: none"> ◆ The bus lane is for district school bus and child care buses. ◆ Private vehicles are not allowed to park in the bus lane. Please be aware of the “No Parking” sign posted on the side of the bus lane, as well as “No U Turns” in front of the school.
Hug N’ Go	<ul style="list-style-type: none"> ◆ Please do not park in the Hug N’ Go lane. This is strictly for briefly stopping to pick up students or drop them off. When dropping off students, please have them ready to exit the vehicle so as not to delay others dropping off students. ◆ Pull up as far as possible so others can drop off/pick up at the same time. ◆ Please drive slowly and safely through the school zone.
Dropping Off and Picking Up	<ul style="list-style-type: none"> ◆ The teacher will indicate at “Back to School Night” where their students should line up prior to the start of school. ◆ Make sure your student understands where they will meet you after school - whether it is just outside the classroom door, at the front of the building, the Hug N’ Go area, etc.
Communicate your plans with students prior to school	<ul style="list-style-type: none"> ◆ Try to minimize the classroom interruptions. Please communicate with your student before school as to what he/she should do after school.
Faculty Parking Lot	<ul style="list-style-type: none"> ◆ Please do not use the faculty parking lot during the school day. Traveling teachers and staff members who start later in the day need to have parking spots available. ◆ Please do not use the faculty parking lot for drop off / pick up of students.

LOST AND FOUND

Location	<ul style="list-style-type: none"> ◆ The lost and found is located in the hallway just outside the Coal Creek Finer Diner (cafeteria). ◆ Students and parents are encouraged to periodically check the lost and found for any lost items. ◆ We suggest you label their coats and mittens with child and teacher’s names (in the hope they will be returned).
Donating unclaimed items	<ul style="list-style-type: none"> ◆ Lost and found items are donated to a local charity. Prior to making the donation, it is announced in the school newsletter 2 to 3 weeks ahead of time.

Newcomers' Handbook

COMMUNITY SCHOOL PROGRAMS

<p>KCARE (Kindergarten Care)</p>	<ul style="list-style-type: none"> ◆ Kindergarten age care ◆ Ivy Calabrese, Teacher ◆ Janet Wilson, Paraeducator. ◆ Forms are available at the K-CARE office (303-499-1125, ext. 227), our school office, and on the K-CARE website. ◆ On March 17, the applications will be entered into the K-CARE database. A lottery will be used to determine placement in schools with applications in excess of available slots. Those families who do not get into a class at that time will be placed on a wait list. After March 17, K-CARE applications will be accepted and processed in the order they are received in the K-CARE office. If maximum enrollment for a site has been reached, a wait list will be created. ◆ Students enrolled in the program will attend opposite of their assigned traditional Kindergarten session.
<p>SAC (School Age Care)</p>	<ul style="list-style-type: none"> ◆ Licensed after-school care, hours are 2:30p.m. – 6:00p.m. ◆ They offer: *recreational activities, *Healthy snack, *Well trained/professional staff, *Homework assistance, *Arts and crafts, *Sports activities, *Group games. ◆ 2009/2010 Registration forms and complete information is available on the following website- http://www2.bvd.org/sac/pages/default.aspx, Deadline- you need to register TWO WEEKS prior to your expected start date.

STUDENT CLUBS AND ACTIVITIES

<p>Jump Rope Club</p>	<ul style="list-style-type: none"> ◆ Held before school once a week for all grades, TBA by physical education staff.
<p>Intramurals</p>	<ul style="list-style-type: none"> ◆ Traditionally, held once a week before school for grades 4th and 5th, fall/spring, TBA by physical education staff.
<p>Student Council</p>	<ul style="list-style-type: none"> ◆ Grades 3rd – 5th ◆ Students are elected at class level through a democratic process.

Newcomers' Handbook

	<ul style="list-style-type: none"> ◆ Student Council members serve as leaders in the school for a semester. Their responsibilities include being a role model, representing their classmates in making decisions for the student body, and assuming job responsibilities for making the school a better place.
Spanish Program	<ul style="list-style-type: none"> ◆ This after-school program is offered at a cost through the After School Enrichment Program. ◆ Contact (303) 440-7196.
Destination ImagiNation	<ul style="list-style-type: none"> ◆ D.I. is the world's largest creativity and problem solving organization. It inspires children to learn the process, art, and skill associated with problem solving. ◆ Parent led activity.
After School Clubs & Activities	<ul style="list-style-type: none"> ◆ Rotating clubs and classes that meet the interests and enhance the learning of Coal Creek students (i.e., Bits, Bytes, & Bots, Chess Club). Flyers will be sent home in your child's Friday Folder.

ANNUAL SCHOOL EVENTS

Meet the Teacher Evening	<ul style="list-style-type: none"> ◆ Usually held a few days prior to the start of school. ◆ This evening provides the students with an opportunity to meet their new teacher and put their school supplies in their desk.
Back to School Night (Curriculum Night)	<ul style="list-style-type: none"> ◆ This is an information sharing night with the purpose of learning about curriculum and classroom expectations.
International Walk to School Day	<ul style="list-style-type: none"> ◆ Event takes place in the fall where all students are encouraged to walk or bike to school, October 7.
Jogathon	<ul style="list-style-type: none"> ◆ Held in the Fall (September 9), sponsored by our P.E. teachers. ◆ Students may collect pledges from friends and family and on the day of the event run as many laps

Newcomers' Handbook

	as they can in the allotted amount of time.
Evening of Sharing	<ul style="list-style-type: none"> ◆ This event allows non-profit organizations to come into our community, talk about their organization, and sell items to promote community awareness. This event teaches students about giving back to our community to make it a better place for all people, December 1.
Talent Show	<ul style="list-style-type: none"> ◆ This opportunity gives our 4th and 5th grades a chance to show their many talents.
Spring Fling	<ul style="list-style-type: none"> ◆ This is a school community event for all Coal Creek Elementary families to come and enjoy an evening of good food and good fun! There is an exciting new theme every year, April 29.
Science Fair	<ul style="list-style-type: none"> ◆ Students of all grade levels are encouraged to participate in this educational event by creating a science project, December 1. ◆ Projects are reviewed by adult mentors and displayed for parent and classroom students.
Fun & Fitness	<ul style="list-style-type: none"> ◆ All students participate in “Fun & Fitness” with their grade level. Parents are invited to come and watch and/or participate as their students show their P.E. skills and knowledge; May 6.
Music Programs	<ul style="list-style-type: none"> ◆ All grade levels have individual music programs. Parents are invited to come and enjoy their student’s music performances.
Classroom Parties/Parade	<ul style="list-style-type: none"> ◆ Students participate in the annual Halloween Parade & Party, Winter Holiday, and Valentine’s Day Parties.

ANIMALS ON THE SCHOOL GROUNDS

Family Pets	<ul style="list-style-type: none"> ◆ Please leave your family pets at home when coming to the school to drop-off or pick-up your students. While we all like to believe we have the gentlest pet, they sometimes get a little skittish around lots of children and activity.
-------------	---

SEPARATION ANXIETY

Help from Mentor	<ul style="list-style-type: none"> ◆ <i>Parent Partner</i> Mentors are available to support your transition to your Coal Creek Community.
Get involved in school	<ul style="list-style-type: none"> ◆ Volunteer in the classroom. ◆ Join an organization (i.e.: PTA, PEN). ◆ Participate in fundraising.

Newcomers' Handbook

	<ul style="list-style-type: none"> ◆ Volunteer in other school activities.
Build relationships	<ul style="list-style-type: none"> ◆ With teachers and school personnel. ◆ With other parents.

GET INVOLVED

Fundraising	<ul style="list-style-type: none"> ◆ Jog-A-Thon ◆ Innisbrook Wrapping Paper Drive ◆ Original Art Works ◆ One-Time Donation ◆ Consult the Volunteer Opportunity Sign Up sheet for more dates and contact information or contact Coal Creek's Volunteer Coordinator for more details.
Volunteer Opportunities	<ul style="list-style-type: none"> ◆ Classroom ◆ Library ◆ Workroom ◆ Health Room ◆ Field Trips ◆ At-Home projects (i.e., classroom book orders)
Organizations	<ul style="list-style-type: none"> ◆ PTA – Parent Teacher Association ◆ PEN – Parent Engagement Network