

## **I. ATTENDANCE POLICY:**

Students may arrive at school between 7:50 and 8:00 a.m. The playground is supervised after 7:50. Students are to come directly to school and should be at school by 8:00. Students should not be dropped off before 7:50. Any student who has not been picked up by 2:40 will wait for their parents or guardian at the office.

Regular attendance in all classes is an integral part of the educational process. Students are expected to be in attendance every day school is in session. Participation in the classroom is a significant aspect of a student's academic sanction.

Students are responsible for all class work missed due to absence. The teacher shall make educationally appropriate provisions for completion of missed class work. Credit for class work missed due to excused absence shall be allowed when satisfactorily completed.

Parents must notify the office if a student is to be absent or tardy (720-561-7902). If a parent does not call, the school will call the parent. Tardy students must report to the office and sign in before going to class.

**The school policy regarding the number of chronic absences or tardies is five per trimester. A formal letter will be sent by the principal when absences or tardies are considered chronic and a letter will be put in the student's cumulative folder.**

Students must have a note from a parent or a parent must call the school for a student to be dismissed early from school.

Students will not be allowed to leave during the school day unless a parent or designated person calls for them or gives them permission to leave. One note at the beginning of the year will suffice for the child who goes home for lunch on a regular basis.

## **II. INCLEMENT WEATHER POLICY:**

In case of bad weather, students may come into the cafeteria from 7:50-8:00 a.m. There will be signs posted on the front doors to tell students they may enter the building.

The radio is still your best bet to learn about early morning decisions to call off school or check BVSD's website at [www.bvsd.org](http://www.bvsd.org).

Denver television stations 4, 7 and 9 broadcast school closings on their morning news shows. Here are the radio stations that broadcast the local decision of a snow day.

KBCO (97.3 FM), KGNU (88.5 FM), KOSI (101.1 FM), KOA (850 AM)

KBNO (1280 AM) AND KCFC (1490AM), KLMO (1060 AM), and KJMN (92.5FM).

Students are expected to come to school dressed appropriately for Colorado's changing weather conditions. If you believe your child is healthy enough to come to school, please know that we expect him/her to participate in regular recess and class activities. Doctor approved restrictions will be handled on an individual basis.

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); be out of school; etc. It is 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 very early in 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.

### **III. PERSONAL ITEMS**

Items not permitted at school include: sound equipment, electronic games, computer game cartridges, PokeMan cards, Frisbees, hard baseballs, bats, gum, cell phones, toy guns or other toy weapons, knives or other items deemed to be disruptive to the instructional process or which may cause injury.

#### **CONSEQUENCE:**

If I choose to bring items that are considered disruptive or dangerous, I will be asked to relinquish the items to a staff member. Parents will be contacted to retrieve the items from the staff member. Bringing guns, knives or other weapons will result in suspension or expulsion.

### **IV. COMING TO AND FROM SCHOOL**

It is my responsibility to:

- Cross streets only at the crosswalks.
- Obey the instructions of crossing guards, duty teachers and bus supervisors.
- Walk on sidewalks – never walk in the street or through the parking lot. Walking in the street is very dangerous and it sets a bad example for younger children.
- Leave the school grounds as soon as I am dismissed.
- “Walk and be healthy.”

#### **CONSEQUENCE:**

If I choose not to follow my responsibilities for coming to and leaving school, I may be asked to do community service on the playground, meet with supervisors, teachers and/or the principal to learn safety rules.

#### **FOR PARENTS/GUARDIANS:**

- Drop off and pick up students using the west zone on Dahlia. Do not leave vehicles unattended in this drop off lane; you are subject to ticketing by the Louisville Police Department.
- If you want to park and walk your child to the building, please park in the parking lot or on Dahlia Street where permitted.
- The circle drive is reserved for buses only. Please do not drive or park in this zone.
- Drive slowly in the parking lot and area in front of the school.
- Explore alternative modes of transportation for your child such as walking or biking to school.
- If you come to school during the day, please enter through the front doors and sign in at the office. Please do not use the gate on Dahlia to enter school grounds.

#### MODES OF TRANSPORTATION:

It is my responsibility to:

- Walk my equipment (bike, skateboard, scooter, rollerblades, and roller shoes) on the sidewalks in front of the school. Equipment may not be used during the school day except for rollerblades used during the Physical Education class.
- Dismount at the designated painted line or cross walk.
- Obey city cycling rules.
- Park and lock my equipment in the bike rack.

#### CONSEQUENCE:

If I choose not to practice these safety rules, I may not be permitted to bring my equipment to school. Parental discretion is requested for any student riding equipment to school.

### V. BUS CONDUCT:

Student bus rules and expectations for safe conduct are distributed by the bus driver each year.

It is my responsibility to:

- Follow the bus rules.
- Conduct myself in a safe manner.
- Respect the space and property of other students while riding the bus and waiting for the bus.
- Line up in designated area while waiting for the bus.

#### CONSEQUENCES:

If I choose not to follow the above rules or if I interfere with the safety of others, I will receive a misconduct report from the bus driver. After a conference with the principal, other consequences may follow. The second and any following reports may result in a period of suspension from riding the bus.

### VI. PHONE USE:

It is my responsibility to:

- Have written permission from my teacher to use the phone before, during and after school. The office personnel will not allow me to use the phone without a pass.
- Show the phone pass to the office secretary and get an okay.
- Limit my call to 3 minutes.
- Use telephone courtesy so that my call doesn't disturb others.
- Use classroom phone only with teacher permission.
- Make play plans before I come to school.
- To keep cell phones at home. Cell phones are not permitted at school.

#### FOR PARENTS/GUARDIANS:

Please be reminded that student phone calls to schedule play dates or other after school activities are not permitted. Please make those arrangements before students come to school each day.

#### CONSEQUENCES:

If I choose not to use the phone correctly, I may lose the privilege of using it at all.

### **VII. ASSEMBLIES:**

Assemblies are for the education and enjoyment of all.

It is my responsibility to:

- Leave hats in the classroom.
- Enter quietly.
- Sit flat in my designated area.
- Follow a no talking rule during the program.
- Show the presenters appreciation by applauding only.
- Leave the room quietly.
- Adhere to assembly/audience cues: attend (sit on bottom, look attentively at presenter), attitude (be open to learning new information), appreciate (honor the presenter by showing good manners), applause (clap at appropriate times).

#### CONSEQUENCES:

If I choose not to follow the above rules, I may be asked to leave the assembly. Other consequences may follow, e.g., make up time, community service, written apology.

### **VIII. HALLS AND OTHER AREAS OF THE BUILDING;**

It is my responsibility to:

- Walk quietly in the halls and not linger or create a disturbance. The halls are a quiet zone.
- Walk on the right side of the hallway.
- Keep my hands and feet to myself.
- Use the drinking fountains properly and help keep them clean.
- Respect all work or pictures displayed in the building. "Thanks for looking-not touching".
- Wear shoes at all times.
- Wait for my teacher at our class doorway before school and after recess.
- Remain outside of the building before/after school unless I have a pass.
- Enter the building when the bell rings; do not enter before the bell rings.
- Enter and exit the building through outside doors or designated areas.

#### CONSEQUENCES:

If I choose not to use the halls and other areas of the building correctly, I may be asked to clean the halls or do other community service. I may lose the privilege of using the halls without supervision.

## **IX. RESTROOMS/DRINKING FOUNTAINS:**

It is my responsibility to:

- Keep drinking fountains clean.
- Keep the restroom clean by using the sinks, toilets and stalls correctly.
- Use paper towels and toilet paper as they are intended and dispose of them properly.
- Respect the privacy of others.
- Respect my class's pass system and return the pass quickly.
- Return directly to my classroom.
- Use bathroom and drinking fountain closest to my classroom
- Go to the bathroom and drinking fountain by myself unless teacher permission is given for another student to accompany me.

### **CONSEQUENCE:**

If I choose not to follow restroom responsibilities, I may be asked to conference with my teacher/principal/parent to review proper restroom or drinking fountain rules and possibly develop an alternative plan.

## **X. DINING ROOM**

It is my responsibility to:

- Bring any outdoor clothing and playground equipment I have needed or will need during lunch recess.
- Place all playground equipment in the available cubbies when entering the dining room. Hang coats on coat hangers or wear to seating area.
- Walk in the dining room in a quiet, orderly way.
- Stand quietly, keeping my hands and feet to myself, while waiting to be served.
- Use appropriate table manners.
- Eat only the food on my plate or the lunch I brought from home.
- Follow the directions of the dining room supervisor.
- Consider the rights of others in conversation and talk quietly.
- Sit at the table designated for my class.
- Make the area clean and ready for the next person. Wait to be dismissed by the dining room supervisor.
- Carefully put things in the proper container/place.
- Promote recycling efforts.

### **CONSEQUENCES:**

If I choose not to follow my dining room responsibilities, I may be asked to move to another seat, go to the end of the serving line, assist in cleaning or do other community service.

## **XI. PLAYGROUND:**

Each fall, and throughout the school year as needed, class meetings will be held to discuss the safe use of playground equipment, recess instructions, and what to do about strangers or stray animals on school property.

Harassment or bullying behaviors **WILL NOT** be tolerated. Games involving carrying another person, “play fighting,” weapon play or tackling another student are not permitted.

During wet, snowy or icy conditions, throwing snowballs, sliding down hills or across pavement is considered too dangerous to be allowed. These activities also result in wet, dirty clothing which causes problems inside our school and health concerns for students.

### **EQUIPMENT:**

For safety’s sake, correct use of playground equipment is required. See *Personal Items* for items and equipment deemed inappropriate during recess.

It is my responsibility to:

- To keep playground agreements:
  - Play fair. Play safe. Play smart. Play friendly.
- Be in an area where I can see an adult supervisor and an adult can see me.
- Play only in areas designated for my grade level.
- Show respect for other classrooms by playing quietly away from windows.
- Care for class playground equipment that I take outside.
- Bring food onto the playground only with teacher permission and supervision.
- Line up quickly when the bell/whistle sounds and wait at my class door for my teacher.
- Keep rocks, gravel, sand and snow on the ground. Gravel and sand should remain in designated areas and care should be taken to keep them off pavement and sidewalks.
- Dump gravel from shoes before entering the building or into classroom trashcans.
- Show good sportsmanship and respect for games that I am watching and participating in.
- Expect to share personal sports equipment from home.
- Help make sure that games are open to anyone who chooses to play. Closed games are not allowed. Respect other people’s self space, shared space, activity choice and personal property.
- Know and obey the playground rules for equipment, pavement and field areas.
- Follow the instructions and be respectful of the playground supervisor at all times.
- Have a pass from an adult to re-enter the building for extenuating circumstances.
- Keep the playground clean and litter-free.

### **CONSEQUENCE:**

If my playground behavior is deemed inappropriate, I may lose playground privileges or be sent to problem-solve at the Peace Place. A Behavior Documentation Checklist may also be completed by the playground supervisor and given to my classroom teacher.

# FIRESIDE STUDENT HANDBOOK

9-11-09