

Calhan Elementary School Parent/Student Handbook

<http://ces.calhanschool.org>



2017-2018

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CALHAN ELEMENTARY SCHOOL



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"Promoting high standards and social responsibility."

MISSION STATEMENT OF CALHAN SCHOOL DISTRICT RJ-1 (AD)

The Mission of Calhan School District is to create, through a collaborative effort, an accepting, supportive and safe learning environment that encourages growth in each individual. Our purpose is to promote high standards of educational achievement and social responsibility and to develop lifelong learners with the skills, the knowledge, and the understanding necessary to succeed in the twenty-first century.

INTRODUCTION

Welcome to Calhan Elementary School! It is with pleasure and dedication that we take each and every child at our school and provide them with the tools necessary so they can achieve academic and social milestones. Students who pass through our doors will be challenged and honored as individual learners and future members of society. Active partnerships between the home, the community, and the school are necessary to make this possible.

This handbook highlights some of the most important topics of information and guidelines for parents and students at Calhan Elementary. The contents align with Calhan School District RJ-1 School Board of Education Policies. ([All of the policies can be found on the district website.](#))

Please read and discuss each category in this handbook with your child.

After doing so: **Please print, sign, have your child sign, and date the *Calhan Elementary Handbook Parent & Student Acknowledgement* on page 29 of this handbook and return to your child's teacher by September 1, 2017**

If you have any questions, please call the Elementary Principal at (719)347-2766 ext. 410.

To seek additional information regarding our school and its many activities and opportunities:

- Regularly visit the district website – www.calhanschool.org
- Regularly visit the elementary website – <http://ces.calhanschool.org>
- Friend Calhan Elementary's parent group, ParTnerS on Facebook
- Request a *Parent Portal* account so you can view your child's grades and receive their report cards on Infinite Campus

Staying informed and working together with us as partners will help make your child's educational opportunities in the Calhan School District a success.

AGE REQUIREMENTS (JEB, JLCB, JLCB-R, IHBIB, IHBIB-R)

Preschool: Children must be four (4) years of age on or before August 1 in order to enroll in preschool. Special needs students must be at least three (3) years of age in order to enroll in preschool and if the Principal determines that placement of the student in preschool is appropriate.

Kindergarten: Children must be five (5) years of age on or before August 1, in order to enroll in kindergarten. Younger students shall be accepted if transferring from another public school kindergarten program and if the Principal determines that placement of the student in kindergarten is appropriate.

First Grade: Children must be six (6) years of age on or before August 1, in order to enroll in first grade. Younger students shall be accepted if they are transferring from a first grade in another public school and if the Principal determines that placement of the student in first grade is appropriate.

A legal birth certificate and immunization record are required of all children entering school for the first time.

ASBESTOS PLAN (EB, EBAB, EC)

The school district has an approved asbestos plan on file at the School District Office. This plan is available for inspection upon request.

ASSESSMENTS (IKA, IKA-R)

Formal and informal assessments occur daily throughout the year. The list below introduces you to a few of the assessments your child may experience. Please note that each student will not be given all of the assessments on the list. Many of the assessments are age, grade, & level specific. Please also remember that additional formal and informal assessments may be given by individual teachers and/or grade levels. This depends upon the needs of the student and/or class:

- MAP (Measure of Academic Progress) – A computerized assessment given three times per year K-12. It assesses the areas of literacy, math, and science. (www.nwea.org)
- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) – A reading fluency assessment tool given to students in K-5 that provides information of student performance in the areas of phonemic awareness, alphabetic principle, accuracy and fluency with text, vocabulary, and comprehension. (www.dibels.uoregon.edu)
- STAR Math, STAR Early Literacy, & STAR Reading – Standardized, computer-adaptive literacy and math assessment given K-5 created by Renaissance Learning, Inc. They are aligned to the state standards and help teachers predict state test outcomes.
- TOSWRF (Test of Silent Word Reading Fluency) – Given by some teachers to assess student ability to silently read and understand text.
- STEP (Strategic Teaching and Evaluation Progress)- Given to students in grades K-5 as a diagnostic and monitoring tool for children’s early literacy development.
- AIMSweb – Math assessment tools given to students in grades K-5. Mathematics Concepts and Applications (M-CAP) is a brief, standardized test of elements of the typical math curriculum at grades 2 through 5, with national norms for grades 2 through 5. M-COMP, which is an assessment that measures students’ knowledge of math computation, is given to students in grades K-5.
- CMAS and PARCC – Colorado’s new assessment system is called Colorado Measures of Academic Success (CMAS). It incorporates new science and social studies assessments developed by Colorado, and new English language arts and mathematics assessments developed by the Partnership for Assessment of Readiness for College and Careers (PARCC). These assessments are designed to measure proficiencies of 3rd-10th graders based upon the Colorado Model Content Standards. All 3rd-10th graders are assessed in reading, writing, and math. All 5th, 8th, & 10th graders are assessed in science. Students in 4th and 8th grades are assessed in Social Studies. More information about CMAS and PARCC tests can be found on the Colorado Department of Education web site. (www.cde.state.co.us)
- COGAT (Cognitive Abilities Test) – Given to 3rd, 5th, and 7th graders with the purpose of assessing student abilities in reasoning and problem solving using verbal, quantitative, and nonverbal (spatial) symbols.

- PRESCHOOL uses the Teaching Strategies GOLD online curriculum and assessment tool. This program is used to support all types of learners and developmental levels. For more information, please visit the Teaching Strategies website at <http://www.teachingstrategies.com> and click on the *Family Connection* tab.

COLORADO GROWTH MODEL

[The Colorado Growth Model](#) provides a common understanding of how individual students and groups of students progress from year to year toward state standards based on where each individual student begins. The model focuses attention on maximizing student progress over time and reveals where, and among which students, the strongest and weakest growth is happening. Student progress is assessed using CMAS and PARCC results with the 3rd grade scores being a benchmark. In the fall, parents will receive individual reports indicating their child's rate of growth (high growth, adequate growth, low growth) for each subject tested the previous year. Please visit the CDE website or access this information directly at www.SchoolView.org for more information about how our school performs compared to other schools in Colorado.

ATTENDANCE POLICY (*JEA, JH, JH-R, JLCC, JHB*)

Children age 6 through age 17 years old are required by law to attend school. Parents are legally responsible for compliance with this law. Regular and punctual attendance is a vital part of the educational process. If a student is absent or tardy, then he/she loses valuable instruction and evaluation time. Mastery of academic standards must be reached for students to pass their classes. Attendance in school allows for that to happen. Make-up work cannot replace the actual interaction, modeling, and one-on-one support students get from teachers during class. Calhan Elementary School understands that some absences cannot be prevented, (i.e. child sickness, medical appointments, death in the family, etc.). You can, however, do your best to schedule appointments and/or vacations during the days when school is not in session, such as Mondays or breaks scheduled on the school calendar. A letter will be sent home to the parents of any student who is absent from school in excess of 10% whether excused or unexcused. Three tardies will be counted as one absence. The letter will address the attendance problem and possible consequence. Parent names and information will be provided to truancy officials if necessary. Please help your child be successful with their attendance by preventing unnecessary absences. You may access the school calendar on our website.

PROCEDURES:

- If your child is absent, please call the office at (719) 347-2766 or send a note excusing him/her with the date of the absence. The office will keep these notes on file until the end of the year. If we do not receive a note or phone call, the school will be contacting you.
- If you know of an advance absence, please notify the child's teacher and the office as soon as possible so make-up work and arrangements can be made.
- Scheduling of trips during school is discouraged. If you anticipate an extended absence for a trip, please contact the Principal, the office, and the teacher to provide them with details of the absence. Parents, students, and teachers can then make arrangements for homework and make-up work.
- Make-up work is given at the teacher's discretion. The amount of work and the length of time to complete work will be determined by the instructor. It is the responsibility of the parents and the student to find out what the make-up guidelines are and to ensure the completion of all missed work.
- If a student misses 8 days of school, the parent will be contacted and a meeting will be scheduled with the Principal. The purpose of the meeting will be to create and agree upon a plan to help the child's attendance improve. This plan will address the current academic status of the student and options if attendance does not improve. Because the majority of elementary absenteeism is due to ill health, the school nurse may also be involved in developing this plan of improvement. This documentation will be placed in the child's file.
- We understand that children get sick. If your child is sick, please keep him/her home and help your child recover and return as soon as possible. We do not want to infect other children and have an epidemic in our elementary school.

UNEXCUSED ABSENCE & TARDY

Truancy:

A “habitually truant” shall be defined as a student of compulsory attendance age whose absentee rate is greater than 10% in a semester. All absences count toward the 10% whether excused or unexcused. Absences due to suspension or expulsion, or those dictated by a physician, shall not be counted in the total of absences for purposes of defining a student as a “habitually truant.”

Students who are not present for instruction at the start of the day (8:00 a.m.) and have failed to report on time will be considered tardy. One unexcused absence will be recorded for every three tardies. Parents will be notified in writing on the fifth tardy and a conference with the Principal will be scheduled to discuss how to help the student be punctual. Parent names and information will be provided to truancy officials if necessary.

A child absent from class or from school without parental/guardian consent (this includes leaving the building without checking out of the office) will be considered truant. Consequences for this behavior will be as follows:

- First offense – Parents notified and loss of an activity such as recess, field trip, etc.
- Second offense – Parents notified and loss of an activity for two (2) consecutive days
- Third and subsequent offenses – In-school suspension to match the number of trancies and conference with parent.

BEGINNING INSTRUMENTAL MUSIC PROGRAM

All students in 5th grade participate in Calhan School District’s band program, where they begin instruction on the basic band instruments. The program’s goal is to develop the highest level of musical achievement within the interests and abilities of each child. Prior to the group lessons, a presentation will be given in the evening to allow parents the opportunity to meet with the band director and have questions answered concerning the educational and business aspects of the program. At least one music vendor will be present at this meeting, under the approval of the Superintendent of Schools, to discuss the rental or purchase of musical instruments. The company will display popular brand, high quality student-line instruments as well as present their rental/purchase program. All individuals (music director, parents, and child) must be included in making the decision to enroll a student in this program.

BIRTHDAY TREATS AND INVITATIONS

Children may bring birthday treats to school if it is arranged with the teacher in advance. Birthday party invitations should be mailed to a child’s home rather than distributed at school.

BOARD of EDUCATION (*BBA, BE, BEDG*)

Board of Education meetings are held in the School District Office (800 Bulldog Dr. Room 201) on the third Tuesday of every month at 6pm unless otherwise set by action of the Board. A list of the current board members, agendas, and the minutes of school board meetings can be found on the district website.

[School Board Members](#)

[School Board Agenda](#)

[School Board Minutes](#)

[School Board Policies](#)

BULLYPROOFING (*JICDE)**

The Board of Education supports school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is unwanted, aggressive behavior among school- aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can occur through written, verbal or electronically transmitted expression, or by means of a physical act or gesture. Bullying is prohibited on District property, at District or school-sanctioned activities, and events when students are being transported in any school vehicle dispatched by the District or one of its schools. Bullying is not tolerated off school property when such conduct has a connection to school or any District curricular or non-curricular activity or event. A

student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

The District and School Administration shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

- To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
- To train staff and students in taking pro-active steps to prevent bullying from occurring.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- To support victims of bullying by means of individual and peer counseling.
- To help develop support networks, social skills, and confidence for all students.
- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

MORNING MEETING

Each elementary teacher and student begins their day gathered in a group where participants engage in conversations, role playing, and interactive activities. The daily meetings help create a safe classroom community where social skills are discussed, modeled, and practiced. Its purpose is to help create a safe, challenging, and joyful elementary school. Please visit www.responsiveclassroom.org for more information.

SAFE 2 TELL

Safe2Tell provides young people a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. Now, using Safe2Tell, they only have to make a call to make a difference. By calling 1-877-542-7233 or submitting a tip through the website: www.safe2tell.org, young people can help anyone who is in trouble or prevent a tragedy.

***See also Cyber Bullying on page 11 of this handbook. (JICDF)

CALHAN ELEMENTARY ParTnerS (IJOC, IJOC-E, KB, KI)

The purpose of Calhan Elementary ParTnerS, Inc. (Parent, Teachers, Students) is to enhance and support the educational experience at Calhan Elementary School. This partnership includes developing better communication between school and home by encouraging parent involvement, giving teachers needed support, and building relationships within our school and community for the benefit of all students in the elementary.

Calhan ParTnerS is fiscally operated through fund raisers and donations. It is a registered 501c3 organization so all donations are tax deductible.

2017-2018 Officers:

- President – Brittany Clark – Brittany.clark@calhanschool.org
- Vice President – Diana Hudson - kalija74@yahoo.com
- Secretary – Sarah Bushnell – mamamoose05@yahoo.com
- Treasurer – Porsche Harvey – propertymanagement@rawhideco.us

CHILD ABUSE & NEGLECT (JLF, JLF-R)

By law, school officials are required to report any suspected child abuse and/or neglect to the El Paso County Department of Human Services. Child Abuse or Neglect Hotline: childabusereport@elpaso.com; 719-444-5700.

CLASS PARTIES (*IJOC, IJOC-E, KB, KI*)

Three parties are scheduled each year. Teachers depend on parent volunteers to plan and prepare for the following classroom parties: Fall, Winter, and Valentine's Day. During the Winter parties, gifts may be exchanged in the classroom. If so, the teacher and students of each class will determine a reasonable price which is then approved by the Principal. All parties will be held on the last day of the week closest to the holiday date. A schedule for party helpers will be available in the classroom and on the teachers' websites. Most parents help with a party once during the year. In the event that snow prevents a planned party, the party may be canceled. The treats planned for the party will be distributed at the end of the next regularly scheduled school day. Alternative school activities are planned for any students who don't participate in parties. Please let your child's teacher know if they wish to attend the alternative activity.

CLOSURES & DELAYS (*EBCE*)

Sometimes weather or other factors require the closing or delay of school. If this is the case, parents will be notified via the cell and home phone numbers which are registered in our system on Infinite Campus. Shout Point, our reverse calling system, will send a recorded message stating the closing or delay and reason for it to each home and cell phone number listed on Infinite Campus. The announcement will also be made on local radio and television stations. No extra-curricular activities will take place on days that school is not in session due to closing.

COLORADO DEPARTMENT OF EDUCATION (*LB*)

Visit the Colorado Department of Education website for information and news regarding public education in Colorado.
www.cde.state.co.us

COLORADO READ ACT (*ILBC, ILBC-R*)

The Colorado Reading to Ensure Academic Development Act (H.B. 12-1238) passed by the Colorado Legislature in 2012, focuses on early literacy development for all students and especially for students at risk for not achieving third grade reading proficiency. The READ Act focuses on kindergarten through third grade literacy development, literacy assessment and individual READ plans for students identified with a significant reading deficiency. The READ Act differs from the previous law, Colorado Basic Literacy Act, by focusing on students identified as having a significant reading deficiency, describing requirements for parent communication, and providing funding to support intervention. The law also holds districts and schools accountable for student progress in the [District/School Performance Frameworks](#) and expects them to address requirements in their [Unified Improvement Plans](#). More information can be found on the Colorado Department of Education website at www.cde.state.co.us/coloradoliteracy/ReadAct.

CURRICULUM (*IHA, IJ, IJ-E, IJ-R*)

The Colorado Model Content Standards for all grade levels and subjects guide the instruction and purchase of curriculum materials at Calhan School PK-12. Curriculum review and revisions are on a scheduled rotation and discussed each year in the School Improvement Committees. The Colorado Model Content Standards can be found at <http://www.cde.state.co.us>. Please see your child's teacher if you would like to view the curriculum materials.

Preschool uses the Teaching Strategies GOLD online curriculum and assessment tool. This program is used to support all types of learners and developmental levels. For more information, please visit the Teaching Strategies website at <http://www.teachingstrategies.com> and click on the *Family Connection* tab.

CYBER BULLYING (*JICDF*)

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another student or staff member in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. This includes the use of any technological tool to send or post inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, social network sites or website posting (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student or staff member, or
- Placing another student or staff member in reasonable fear of physical, emotional or mental harm; or
- Placing a student or staff member in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities; or
- Creates an intimidating or hostile environment that substantially interferes with a staff member’s ability to conduct their educational duties.

The District may discipline students for cyber bullying conduct off school premises when it materially and substantially interferes with the educational process.

The District will take any report of cyber bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to a teacher or Principal. Students who make a report are requested to preserve evidence of cyber bullying. For example, a student may save or bring a copy of an email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the Principal when students report an incident of cyber bullying. Staff will attempt to preserve evidence of the cyber bullying and will submit any evidence to the Principal.

Under the procedures for policy JS; Student Use of the Internet and Electronic Communications, the District may revoke the privilege of a student or third party to use any District electronic equipment if it has been proven he/she has used District equipment to engage in cyber bullying. The District may revoke the privilege of a student or third party, who uses a personal communication device to engage in cyber bullying, to bring any personal communication device onto District property or to District-sponsored activities under policy JICJ; Use of Electronic Communication Devices.

Students whose behavior is found to be in violation of this policy shall be subject to loss of privileges, and discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. All parties whose behavior is found to be in violation of this policy will be subject to appropriate actions as determined by the administration. The District may also report individuals and violations to law enforcement if necessary.

DISCIPLINE (*JK, JK*-2, JK-R*)

In order to be successful in a global society, we must teach children to work together and be tolerant of others. This handbook follows the discipline policy adopted to meet state guidelines and district policy. Each family must read this handbook, discuss it with their child. Please print, sign, have your child sign, and date the *Calhan Elementary Handbook Parent & Student Acknowledgement* on page 29 of this handbook and return to your child’s teacher by August 21, 2015.

DRESS CODE (*JICA, JICI*)

Students will come to school groomed and in clean clothing that does not disrupt the school process.

- *Clothing that seems inappropriate or causes disruption* – If an article of clothing seems inappropriate by a staff member and/or causes a disruption of the school process, the student will be required to change. Parents may be asked to bring in appropriate clothing.
- *Coats, gloves, and hats* – Since much of our school year occurs during the cold and unpredictable seasons of the year, students are expected to come dressed for outside weather. If the temperature is above 20 degrees Fahrenheit, including wind chill, recess will be outdoors.
- *Clothing that promotes Drugs, Alcohol, Tobacco, and/or Disrespect* – Students are prohibited from wearing clothes that support the use or sale of Drugs, Alcohol, or Tobacco. In addition, articles of clothing which show disrespect toward self or others are prohibited.
- *Skate Shoes* – Students wearing skate shoes must have the rollers removed before coming to school.
- *Costumes* – In the event students are allowed to dress up in costumes for Halloween or other school events, the costumes must be appropriate and not promote drugs, alcohol, tobacco, disrespect, and/or violence. Weapon facsimiles are not allowed to be used as accessories.

Violations of the dress code will be brought to the attention of the Principal and addressed accordingly.

The school would be happy to share the contact information of resources that can help families clothe their children.

Students need to come to school prepared and ready to learn. Both attendance and dress are key factors in a successful educational career. The school and home must work together to make sure each child has the greatest opportunity for success. These policies are not designed as punishment; instead, they are designed to provide a positive learning environment. The faculty of Calhan Elementary appreciates your cooperation.

EARLY CHILDHOOD EDUCATION ([IHBIB](#), [IHBA](#))

CALHAN PRESCHOOL ADVISORY COUNCIL (also known as CPAC) ([BDFC](#))

A preschool advisory council includes representatives from the school, parents, businesses, and community, and meets regularly with the purpose of providing support and recommendations to ensure a quality program. Please contact Preschool Director Sharon Rotenberry if you are interested in being a part of this council.

DEVELOPMENTAL SCREENINGS

Parents of children ages 0-21 months who are concerned about their child's development are encouraged to call the school office to schedule a free developmental screening. Appointments for these screenings can be made throughout the year.

HEALTH PRACTICES & CONTROL OF COMMUNICABLE DISEASES ([EBBA-R](#), [JLCC](#))

- There shall be daily observation of each child on arrival at the school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival shall not be admitted or shall be separated from other children until the parent or guardian can pick up the child.
- Each preschool staff member shall follow the guidelines of Universal Precautions before, during, and after helping a child with toileting, diapering, wiping a child's nose, etc. Changing of diapers will take place in the diaper changing area.
- All preschool staff members are certified in CPR & First Aid, Universal Precautions, and Medical Administration.
- Please also see Health Procedures in this handbook for more information.

HOME VISITS

Calhan Preschool is funded by the Colorado Preschool Program (CPP). One of the requirements of CPP is for preschool staff to conduct home or off-site visits for each child attending preschool. These informal visits are approximately 30 minutes long and just one of the ways to help foster the relationship between the child, families, and preschool staff in an environment that is very comfortable to the child.

KINDERGARTEN

Calhan Elementary offers a full day kindergarten free of charge.

MILEAGE REIMBURSEMENT

Preschool parents will be paid mileage for transporting their child to or from preschool. The rate of pay is 15 cents per mile for one round trip each school day. Students who live within transportation boundaries have the opportunity to ride the bus the other part of the day. To qualify for this mileage payment, parents must provide proof of residency, a school-issued map marking their home location and route to and from school, and proof of auto insurance. Mileage must be recorded on the school issued form and submitted to the School District Office. Please contact the school if you have any questions or need copies of the forms.

PRESCHOOL PROGRAM

In 1988, the Colorado General Assembly created the Colorado Preschool Program (CPP) to serve the young children in Colorado who were most vulnerable to starting grade school unprepared. The legislature responsibly recognized that

providing quality early childhood education would ultimately curb dropout rates, help children achieve their full potential, reduce dependence on public assistance, and decrease susceptibility to criminal activities. Please visit the Colorado Department of Education website at <http://www.cde.state.co.us/cpp> for more information.

The Calhan Preschool is committed to equipping our young children with the social and academic skills necessary to thrive throughout their developmental years. Because we are a CPP program, our enrollment capacity priorities are to those children who have been determined vulnerable to starting grade school unprepared. Our licensing through the Department of Human Services allows for an enrollment of 15 children per session. Children who are not considered vulnerable are considered for placement in our program, but are given second priority.

PRESCHOOL HOURS

Morning Session – 8:00-11:00 a.m.

Afternoon Session – 1:00-4:00 p.m.

Preschool students should not arrive before 7:45am and are to be escorted and signed in by an adult each day. At dismissal, students should be picked up at 11:00am or 4:00pm and are to be signed out by an adult each day. Calhan staff will sign in/out and escort students who ride the bus. Any other arrangements for student arrival and dismissal must be approved in advance by the Preschool Director and Principal. Parents will be charged \$5 for every half hour they are late picking up their children. If attempts to contact parents and emergency contacts have failed, DHS will be called.

PRESCHOOL LICENSING

Calhan Preschool is licensed through the Colorado Department of Human Services (DHS): Division of Child Care and is subject to inspections at all times by DHS or its authorized representatives. To report a licensing complaint you may visit www.colorado.gov/CDHS or contact:

Department of Human Services: Child-Care Licensing
1575 Sherman Street
Denver, CO 80203
(303)866-5948

PRESCHOOL PHILOSOPHY

Calhan School District believes that a quality, developmentally appropriate program is an essential element for future success in school. Preschool students must be given opportunities in a safe and supervised setting to develop their initiative and independence, encouragement of creativity, a positive attitude toward life-long learning, and clear limits and expectation of their behavior. It must be affordable and must respect the values of the community. Our preschool program will provide this opportunity for children between the ages of three and five years.

SNACKS

Please notify the school of any food allergies your child may have. Snacks are provided at no charge to preschool students.

ELEMENTARY CELEBRATIONS

At the end of each quarter, Calhan Elementary School holds an event that recognizes students who have shown great academic growth, exceptional character, a positive attitude, and good citizenship. Parents are encouraged to attend these festive events to celebrate student successes during the quarter. Please check the District Calendar for the dates and times of the Celebrations.

EMERGENCY RESPONSE PLAN ([ADD](#), [EBCB](#), [EBCB-E](#), [EBCE](#), [ECA-ECAB](#), [ECA-ECAB-R](#))

Calhan School District RJ1 is committed to ensuring the safety and security of our students, staff and visitors. During an emergency situation, school officials must act quickly to secure schools, safeguard students and staff, and communicate promptly. All emergencies impact schools including local and national events. The following are some examples of emergencies that a school may take in response: Severe Weather, Fire, Weapons, Bomb Threat, Chemical/Hazmat/Biological Materials, or Intruder. Periodic Drills are conducted to ensure students, staff and visitors have knowledge of the procedures to follow in each situation. School Actions: Lockdown secures the building and safely

shelters all students, staff, and visitors inside the school building. Shelter-in-Place is a modification of a lockdown which moves students, staff and visitors away from rooms on the perimeter to safe areas within the school. Evacuation requires students, staff, and visitors to exit an unsafe school building.

In an emergency situation, the first reaction of parents may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. We ask that instead of going to the school, you get information from the following sources: 1. Call the Calhan School District Office @ 719-347-2541, 2. Visit the Calhan School Website @ www.calhanschool.org ; 3. Tune to local TV and radio stations for new alerts; 4. Call the El Paso County Sheriff @ 719-390-5555. Parents can help by being prepared before an emergency happens. Here are a few critical things they can do: Give school officials accurate contact information. Talk to your children about what to do, where to meet and how to contact you. Provide names and contact information for people authorized to pick up your children. Notify school officials if you see a dangerous or suspicious situation at school. If your child is on medication, please refer to the school District medication policy for requirements.

EXTRA CURRICULAR ACTIVITIES & CLUBS FOR ELEMENTARY STUDENTS ([JJ](#))

Calhan Elementary offers the following student clubs and after school activities:

- Matchwits
- After-School Tutoring Program

All participation and/or material fees as well as making sure students are picked up and dropped off promptly are the responsibility of the parents unless otherwise noted by the activity sponsor or Principal. Students and/or adults who negatively interfere with the goals and/or climate of the activity may be suspended from attending future activities.

FACILITY USE ([KF](#), [KF-R](#), [KF-E](#), [KF-E-1](#), [KF-E-2](#), [KFA](#))

Community groups wishing to use school facilities must submit a *Facility Use Request* and complete a *Facility Use Orientation* before being approved. Volunteer approval and training may be required for requests involving activities with students. Fees may apply.

FAMILY NIGHTS - PARENTING MATTERS ([KB](#), [KBA](#))

At least once per quarter families of elementary students are invited to attend Family Night. These themed- based events provide an opportunity for families, teachers, and students to spend time together. Please see the District Calendar for the dates and times of these events.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 ([JRA/JRC](#), [JRA/JRC-E](#), [JRCA](#))

[FERPA](#) is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Questions regarding FERPA can be directed to the office.

FIELD TRIPS PK-5th GRADE ([IJOA](#), [IJOA-R](#), [KI](#), [EEAEF](#), [EEAEF-R](#), [EEAEF-E](#))

Field trips are designed to provide an outside educational experience to enhance what students have learned in the classroom. Teachers have the option to provide field trips throughout the year. If a class plans a field trip, students will bring home information regarding the details of the trip. When participating in these trips, students are representing Calhan School, so each student's best behavior is always expected.

- If a student is considered a behavioral risk, the teacher may make arrangements for the student to remain at school during the field trip and perform classroom tasks under adult supervision. Parents will be notified if this applies.
- Any suspensions, poor attendance, or failing grades throughout the year may result in a student forfeiting his/her field trip privileges.
- Parents wishing to chaperone field trips must first be approved volunteers and have attended the Volunteer Training at least three (3) days prior to the field trip. Parents meeting these requirements are NOT guaranteed to be chosen as chaperones.

- Parent chaperones may be asked to accompany a class and assist teachers with supervision of children during field trips.
- Younger siblings and/or extended family will not be allowed to attend class trips.
- Please notify your child's teacher if you need assistance in paying your child's field trip fee.
- The school lunch program will provide a sack lunch at the regular lunch fee for students who request this a week in advance.

FIELD TRIP AGREEMENT & PERMISSION:

Field trips allow students unique and educational opportunities for real-world experiences they can't get in a regular classroom setting. Fees, student lunches, and snacks for these events are the responsibility of the parent/guardian. Parent/guardians should notify their child's teacher in advance if they are not able to pay for the trip or provide a lunch or snack so alternative arrangements can be made. Students are expected to follow general behavior rules as well as school bus conduct guidelines. They are also expected to follow any rules or directions given by the adult in charge. Violation(s) of these rules and guidelines will result in disciplinary action. Students, who cannot be self-controlled or teacher-controlled, may be excluded from field trips. Most trips occur on scheduled school days within regular school hours so students who ride buses to and from school are not impacted. Any trip which may leave or return outside of the regular school hours and/or days will require special approval and permission slips to be signed by the parent/guardian. Parents will be notified in advance of the trip details and will be asked to provide emergency contact information. All trips are approved based upon the educational value, age appropriateness, and safety factors; however, with any event, some risk may be involved and injury may occur. In the event of an emergency, medical attention will be sought as deemed by the staff member in charge parents/guardians will be notified as soon as possible. Volunteers, who are asked to go on trips and will be interacting with and/or helping supervise students, must have administration approval and have gone through the volunteer screening process at least three (3) days prior to the trip.

By signing the *Calhan Elementary Parent & Student Handbook Acknowledgement* form at the end of the handbook, you are granting permission for your child to attend field trips during the regular school day.

HEALTH PROCEDURE ([JLCC](#), [JLCE](#), [JLCB](#), [JLCB-R](#), [JLCDA*](#), [JLCE](#), [JLCE-R](#))

We want to ensure the health and safety of all Calhan students. It is the parent's responsibility to inform the school office and the teacher of any health problems your child may have that we need to be aware of. (i.e. allergies, asthma, concussions, etc.) The elementary P.E. program, recess, intramurals, and other similar activities may involve rather strenuous exercise and movement. In the event of a medical emergency, school personnel will seek medical attention as they deem necessary and attempt to reach a parent as soon as possible. Please make sure your child's emergency cards on file at the school are up to date. Proof of immunizations or legal exemption of immunizations must be provided to the school and kept on file.

When can a sick child return to school?

- Chickenpox - Six days after the rash breaks out or when all the blisters are scabbed over, whichever is sooner.
- Conjunctivitis (Pink eye) - If the eyes are watery or itchy but there is no fever, the child doesn't have to stay home at all. If the eye discharge is thick and white or yellow, the child should stay home until the discharge has stopped.
- Cold sores - When sores are dry and crusted.
- Diarrhea - When diarrhea has stopped.
- Diphtheria - When the health department says it's safe.
- Hand-foot & mouth - Children with an open, draining sore on the hand and those with mouth sores, if the child drools, the child should be kept out of school. They can return when sores heal or drooling stops.
- Hepatitis A - One week after the illness or yellow color starts.
- Impetigo - 24 hours after the child starts using antibiotic medication.
- Measles - 5 days after the rash breaks out.
- Mumps - 9 days after swelling starts.
- Pin Worms - 24 hours after treatment.
- Ringworm - 24 hours after treatment.

- Rubella (German Measles) - 6 days after the rash appears and the health department says it's safe. Advise any staff member who is pregnant to see her doctor.
- Strep Throat - 24 hours after antibiotics are started.
- Tuberculosis - When the child's doctor or the local health department says the infection is no longer catching; in children this happens soon after medication is started.
- Vomiting - 24 hours after last incidence of vomiting.
- Whooping cough - After the first five days of taking antibiotics.

MEDICATION (JLCD, JLCD-E, JLCD-R)

By law, all medication, prescription or non-prescription, must be in the original container properly labeled with the name of the drug, dosage, and student's name. All medication must be safeguarded at school with a dated and signed note from the parent and doctor giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Students are not to keep medication on their person or ask teachers to keep it for them. Medication will be given by trained office personnel and/or the school nurse. Parent cooperation is necessary and greatly appreciated. The same procedures apply to prescription and non-prescription medications. A prescription from the doctor and a parent's signature are required by law for school personnel to dispense medication. A student with asthma, severe allergies or other related life-threatening condition may possess and self-administer medication to treat the student's asthma, anaphylaxis or other related life-threatening condition.

HEARING AND VISION SCREENING

Hearing and vision screenings are done once each year in the fall on all students in grades K, 1, 2, 3, 4, and 5. Parents will be notified if there are any concerns or problems.

HOMEWORK (IKB)

Your child should read or be read to a minimum of 15 minutes per night for PK-2nd graders and 30 minutes per night for 3rd-5th graders. They should also practice their basic math facts for a minimum of 10 minutes per night. Additional homework may be assigned by classroom teachers.

HOURS of OPERATION (ID, IC/ICA, IC/ICA-E)

The school is open during school days from 7:45 a.m. to 4:15 p.m. **Students are not to be on the premises before 7:45 a.m. as there is no supervision before that time.** Students are to leave directly upon dismissal unless supervised by a parent. Classes are from 8:00 a.m. to 4:00 p.m. Kindergarten hours are from 8:00 a.m. to 4:00 p.m. Preschool is a half day program from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. Parents who bring their children to school are asked to honor teacher time at the beginning of the day and not enter the elementary mall area until after the first bell rings. Our normal days of operation are Tuesday-Friday but occasionally students attend school on Mondays. You can view the current [school calendar](#) on the district website.

INTERNET - STUDENT USE (JS*, JS-E)

The Board of Education believes the Internet should be available in school as a learning resource to educate and inform. The District has installed software on the server which helps block or filter obscene information. District technology devices are owned by the District and intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. At any time and without prior notice, the District reserves the right to store, monitor, inspect, copy, and review all usage of electronic communications access and transmission/receipt of materials and information. Students must sign the *Student Use of the Internet and Electronic Communications* agreement annually.

Signing the handbook acknowledgement form means that you understand the guidelines and have granted permission to allow your child access and use technology at school.

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

TERMS & CONDITIONS:

All technology must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

1. **ACCEPTABLE USE:** The use of technology must be consistent with the educational objectives of the Calhan School District. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to:
 - a. Copyrighted material
 - b. Threatening or obscene material
 - c. Material protected by trade secret
 - d. Political lobbying or product advertisement
 - e. Chat channels or social networking unless part of class assignment or project
 - f. Personal entertainment
2. **PRIVILEGE:** The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator(s) will deem what is inappropriate use and that decision is final. The system administrator(s) may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Inappropriate use may also result in District disciplinary action, and/or legal action. Students must never provide their password to anyone or use anyone else's password.
3. **NO WARRANTY:** Calhan School District makes no warranties of any kind, whether expressed or implied, or the service it is providing. Calhan School District will not be responsible for any damages suffered in using the internet and/or technology. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions. Use of any information obtained via the internet or any other technologies, is at your own risk. Calhan School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.
4. **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not give out personal information or share passwords and usernames. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other technology may be denied access to district technologies.
5. **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any agencies or other networks that are connected to the internet or district technology equipment. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT AGREEMENT:

I understand and will abide by the above agreement. I further understand that a violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, I may face school disciplinary actions, I may face appropriate legal action that may be taken, and I may be required to compensate the School District for losses.

Your signature in the *Calhan Elementary Parent & Student Handbook Acknowledgement* form on page 29 of the handbook is legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

PARENT/GUARDIAN AGREEMENT:

IF THE USER IS LESS THAN 18 YEARS OF AGE, A PARENT/GUARDIAN MUST ALSO SIGN THE AGREEMENT.

As the parent or guardian of this student, I have read the acceptable use agreement. I understand that this access is designed for educational purposes and that the Calhan School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the Calhan School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Your signature in the *Calhan Elementary Parent & Student Handbook Acknowledgement* form at the end of the handbook indicates that you have read, understand, and agree to the terms of this document.

INVOLVEMENT OPPORTUNITIES (KB, KD)

Parents and community members are invited and encouraged to be involved in our schools. Please contact the school if you would like more information on any of the organizations listed below:

Volunteering in & out of the school	Calhan Elementary PartnerS	Booster Club for MS/HS
School Board	Athletic Volunteers	Drama
Preschool Committee	Parenting Matters Family Nights	Student Council
Matchwits	Leo Club	Speech
Tutors	Accountability/School Improvement Committee	

LIBRARY & CLASSROOM BOOKS (JQ)

Students are responsible for any books checked out to them. If a book is lost or damaged, the student is responsible for replacing the book(s) at an appropriate price determined by the teacher or Media Specialist..

LOCKING OUTSIDE DOORS (ECA-ECAB)

For security reasons, all doors will be locked during the day. During school hours, in order to be admitted into the building, visitors, parents, and students must use the entry bell located at the main doors under the covered walk-way. All guests must check in at the office and pick up a visitor pass after signing in. The front office will ask for a copy of photo identification to keep on file. To increase the safety of our students and staff inside the building, parents are asked to please drop their children off on the playground so they can enter the building at 7:55 a.m. with their class and teacher. The inside doors to the Elementary Hallway will be closed and locked until 8:05 a.m. This greatly reduces the number of adults in the hallway and helps staff keep students safe.

LOST AND FOUND

Lost items are placed in the barrel in the mall area. We clean this container and give the items to a charity each quarter. Please make sure your child's name is on articles of clothing. If an item is lost, look in the lost and found as soon as possible.

McKINNEY-VENTO HOMELESS ASSISTANCE ACT (JFABD, JFBD-R)

Children and youth that lack a fixed, regular, and adequate nighttime residence are considered homeless and have educational rights under the McKinney-Vento Homeless Assistance Act. If you are a family or unaccompanied youth or know of a family, child, youth, or unaccompanied youth who may be considered homeless please contact the Homeless Liaison for Calhan School District at (719) -347-2766 to discuss options of support for these individuals. The following can provide you with more information about this act:

Homeless Liaison for Calhan School District RJ-1 – (719)-347-2766

Dana Scott, State Coordinator for the Education of Homeless Children & Youth – (303)-866-6930

Scott_D@cde.state.co.us

Visit Colorado's McKinney-Vento Homeless Education Webpage at:

www.cde.state.co.us/DropoutPrevention/homeless_index.htm

MEDICAID (JLCG)

As a Medicaid provider, the Calhan Public Schools will access Medicaid eligibility information for students enrolled in the Calhan Public Schools from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and/or the District billing agent for proper administration of the program. A dated record of all transactions will be kept on file at the Calhan School District Office. Parents may revoke their consent at any time.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) (IKE)

Multi-Tiered System of Supports (MTSS) is a school wide program designed to improve educational outcomes for all students.

Students who need additional academic and /or behavioral support are identified at the earliest possible time throughout their formal education. Once identified, an inventory of available school resources to address the student's needs is made and an intervention team develops a plan to assist the student as necessary. Rtl uses proven instructional strategies and on-going data analysis to design and evaluate effective interventions. Adjustments to the plan are made based on student performance data collected throughout the intervention period. Once the student demonstrates the appropriate performance level, the interventions are concluded. Teachers will continue to monitor the student's performance to insure consistent progress. Students who do not respond sufficiently to an intervention plan may be referred for additional evaluation and potential inclusion in the special education program.

An intervention team includes the student's classroom teacher, appropriate resource and intervention specialists, student family members, an administrator, the Rtl coordinator, and the student if age appropriate. Student success is based on collaboration between the school staff and the family as equal partners in the intervention plan development and implementation. Regular communication between the classroom teacher and the family is essential to insure interventions are applied consistently both at home and at school so the student has the best possible outcome.

Response to Intervention is a comprehensive, dynamic process designed to meet the needs of all Calhan Elementary School students. If you have any questions, contact the school office and ask to speak to the Rtl Coordinator assigned to your child's grade level.

PARENT CONCERNS (KE)

If you have a concern about your child's education, contact the teacher first. Students/parents are strongly encouraged to deal with the source of the problem instead of going directly to the administration. If you feel the solution offered by the teacher is not satisfactory, an appointment should be made with the Principal to discuss the situation. The proper channeling of complaints involving school programs, materials, procedures, and/or personnel will be as follows: 1. Teacher; 2. Principal; 3. Superintendent; 4. Board of Education. It is important that students not be involved in adult issues.

PARENT EXPECTATIONS (KB KBA, IKB)

The best way for your child to come to school prepared and ready to learn, is to make sure that each day he/she is:

- well rested
- clean, groomed, and dressed properly
- receiving a nutritious breakfast and lunch
- on time and attends school regularly
- given academic support at home

We eagerly strive to foster a partnership with parents. Working together, teachers, parents, and students can develop systems that ensure success for all students. Teachers consistently communicate student progress with parents, and provide ideas and suggestions for how to best support your child at home. We welcome your input concerning your child's needs

Parents must register for an [Infinite Campus Parent Portal](http://www.calhanschool.org) account in order to view their children's grades, report cards, schedules, progress reports, missing assignments, etc. The Parent Portal link is on the District website (www.calhanschool.org). Please contact the front office if you need to register for an account. Families who do not have Internet access at home should contact the front office so arrangements can be made to view student grades and progress using the computers and network at school.

PARENT-TEACHER CONFERENCES (*KB, IKAB*)

Conferences between students, parents, and teachers are set up twice a year to discuss student progress. Elementary Conferences for Preschool-5th Grade students will be held Tuesday, September 27, 2016 and Tuesday, February 28, 2017. Elementary students do not attend these days and the scheduled conferences usually last 15-20 minutes per child. Parents are expected to attend. If additional conferences are needed, please call the school to set up a time to meet with your child's teacher. Communication prevents problems. Please request a conference at the first sign of concerns.

PERSONAL PROPERTY (*JICDA, JICI, JICI-E, JICDE)**

Items such as electronics, "Fidgets", dolls, or other toys should not be brought to school. Athletic equipment, such as balls or jump ropes, may be brought to school, but they are the responsibility of the child. Any loss or damage is not the responsibility of the school. Any knives, firearms or any items deemed dangerous to the safety of students shall be confiscated and the child may be suspended or expelled.

PHONE USE

The school telephones are for school purposes and must be kept open. To reduce the need for telephone use, make sure your children know daily how they will get home. If any changes happen to this normal routine, a parent must send a note to the child's teacher to notify him or her of the change. The telephones in classrooms will not be answered during instructional time. If you need to contact the teacher regarding your child's dismissal, please call the main office at 347-2766, and they will transfer you to the teacher's voice mail.

Elementary students are not permitted to transmit or receive calls or text messages from their cell phones during instructional hours. All cell phones/smart watches will be kept in students' backpacks during the day. Phones used during the school day (8:00 a.m. – 4:00 p.m.) may be confiscated by teachers. Parents will be contacted to pick up their child's phone/smart watch at the end of the day. If you wish to communicate with your child during instructional hours, please call the front office at (719)347-2766. If your child brings a cell phone/smart watch to school, it is the responsibility of the child. Any loss or damage is not the responsibility of the school.

PHYSICAL EDUCATION (*IHAE, IHAMB*)

Students need gym shoes to be worn only during Physical Education to protect the hardwood floors. In order for students not to participate in P.E. for one day, a note from the parent is needed. Extended absences from P.E. require a doctor's note. Consistent participation is reflected in students' Physical Education grades.

In coordination with the PE department and the school nurse, fifth grade students are provided classroom instruction about their changing bodies. This class is usually scheduled for one day each spring. Notes are sent home to parents with specific details and the option to opt out of this instruction. The videos used for this instruction are available at the school for parents to preview.

PIKES PEAK LIBRARY CARD

The Bookmobile from the Pikes Peak Library District of Colorado Springs stops at Calhan School each week. In order for your child to check out books from this mobile library, he/she will need a Pikes Peak Library Card. If you don't have a library card, please pick up and fill out an application from the Media Center, a Pikes Peak Library, or from the Bookmobile. Completed applications should be returned to the Bookmobile. Cards are ready for pick up at the next Bookmobile visit. Please visit their website at <http://www.ppld.org> for more information.

PLAYGROUND RULES AND BEHAVIOR (*JICDA, JICDD, JICDE*)

Recess serves a critical role in school as a necessary break from the rigors of academic challenges. Rules for the playground are designed with the safety of all children in mind. Students are expected to follow these rules and to follow any rules or directions given by the adult in charge of the playground. Respect toward the playground supervisors is a requirement for the privilege of recess. These rules are in effect 24 hours a day, 7 days a week.

PLAYGROUND RULES

- Always play and act safely and respectfully with each other and the equipment.
- Listen to and obey the adults on duty and let them know if there is a problem.
- The slide should be used in the traditional way.
- “Tag” football is permitted on the playground (No “tackle” football.)
- One person per swing and used only to swing in the traditional way.
- Snow remains on the ground. No snowball throwing; not even at the ground.
- Play away from the fence. DO NOT CLIMB ON THE FENCE.
- Use appropriate language.
- No hanging on basketball rims.
- Line up for recess with your class.
- Physical aggression of any type (hitting, kicking, punching) is prohibited.
- Be safe. No student shall endanger the safety of another.
- If a student fails to use equipment properly, he/she is to be immediately removed from that equipment.
- Display good sportsmanship at all times.
- No hard baseballs.

CONSEQUENCES FOR VIOLATION OF PLAYGROUND RULES

Offenses will result in the loss of recess privileges. Alternative consequences may be implemented in accordance with the offense.

PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS (ILBC-R, IKE)

Students who have not mastered the Colorado Academic Standards (CAS) for their grade level may be considered for retention. The Academic Standards are the expectations of what students need to know and be able to do at the end of each grade level. They also stand as the values and content organizers of what Colorado sees as the future skills and essential knowledge for our next generation to be more successful. A fixed set of criteria shall not be used to determine promotion from one grade level to the next. The classroom teachers shall confer with the Principal and the student’s parents/guardians about the retention of their child well before the end of the school year. They will recommend retention when it is clear this type of intervention will benefit the student.

The READ Act provides guidance for deciding to advance students with significant reading deficiencies. Parents have the decision-making authority for advancement decisions for grades K-3 until 2016-17. Beginning in 2016-17, for students completing third grade, the decision to retain a student due to the student’s significant reading deficiency shall be made by the building principal, in accordance with applicable law and in consultation with the student’s parent/guardian, the student’s teacher, and other appropriate school personnel. The meeting to discuss the possible retention of a student with a significant reading deficiency and the notice required by the READ Act are addressed in School District regulation ILBC-R. The superintendent shall make the final decision regarding whether the student is promoted or retained.

Acceleration of a student requires a written request from the parents/guardians to the student’s teacher, and shall be submitted to the School Principal. The Principal, classroom teacher, and other pertinent individuals will meet with the student’s parents to discuss how the student’s needs will be met in the following year. The criteria to be considered for acceleration shall include the student’s physical, emotional, and social maturity, as well as their academic performance. If a consensus of action is not reached, the School Principal shall make the final decision.

RECESS EXCUSES

All students are expected to go outside for recess. Parents should make sure their children are properly dressed for the weather conditions. To help in the recovery of lost items, mark your child’s name in his/her clothing.

If your child is recovering from an illness and needs to stay in during recess, please send a written excuse for that specific day or your child will be expected to go out. If the temperature is above 20 degrees Fahrenheit, including wind chill, recess will be outdoors.

SAFE 2 TELL (*JICDE)**

Safe2Tell is a resource where students can anonymously report any threatening behavior that they feel might endanger themselves personally, their friends, their family, or their community. To make a report, call 1-877-542-SAFE or visit the website at <http://safe2tell.org>.

SAFETY DRILLS (*EBCB, EBCB-E, EBCB-R*)

Routine safety drills and education will occur throughout the school year. Students and teachers will practice routes and procedures as written in the Emergency Response Plan.

SCHOOL MEALS (*EF, EFC, EFEA*)

BREAKFAST

All students, Preschool -12th grade are invited to eat breakfast at school. Our Award Winning School Breakfast Program provides an excellent opportunity for students to start the day with a healthy morning meal. A good breakfast gives children the energy they need to succeed in school. Participating in the School Breakfast Program has been associated with increased math scores, decreased school absences, tardiness rates and decreased emotional and behavioral problems. Because of the importance of breakfast we are offering a pilot program in which all students will receive free breakfast regardless of free, reduced or paid status. Elementary breakfast will be served in the classroom, during attendance. Middle and High School breakfast will be served at Bulldog time.

LUNCH

Calhan School offers nutritionally balanced, healthy, student approved meals that meet the strict government guidelines. It is recommended that parents send weekly or monthly amounts to be put in their child's lunch account. If a student should forget lunch money they will be allowed to charge a lunch; however; charges must be paid promptly. Your child is only allowed to charge two lunches. You can send cash or check with your student to pay at the school kitchen, mail your payment to Calhan School 800 Bulldog Dr, Calhan CO 80808 attn: Food Service Director OR you may use our online bill pay system which takes credit and debit cards. Our website is located at calhanschool.org, left hand side under Food Service, click on Food Service to preview the month's menus; or click on Food Service Links, then click on NutriKids for nutritional information or click on My School Bucks to check your student's account balance and when they are eating, set up low balance email reminders, or make an online payment. Parents are invited to eat with their children in the cafeteria. Please register in the front office, first. If your child brings a sack lunch, please help them develop healthy eating habits by sending nutritious food for them to eat.

FREE AND REDUCED LUNCHES

We encourage all parents to fill out the free and reduced application. The information is confidential. This is a program that helps parents and the School District. The higher percentage of free and reduced students helps with grant and funding opportunities for the school. This results in better and varied programs for our students. Please take a moment and fill out the application and return it to the office.

SNACK

The cafeteria will be open at various times during the day for students to purchase snacks. These snacks range in price from \$0.25 to \$1.25. Students may use cash or Elementary students may purchase a snack card for \$2.00. Snacks cannot be charged to the student's lunch account.

PRICES

BREAKFAST – Free for all students PK-12th Grade

LUNCH –

- PK-5th Grade -- \$2.50 per-meal; \$10.00 per week; \$40.00 per month
- 6th-12th Grade -- \$2.75 per meal; \$11.00 per week; \$44.00 per month
- Adults - \$3.50 per meal
- Parents/Guardians may purchase school lunch and eat with their child. Please notify the office early so we can add you to the lunch count.

SEX OFFENDER INFORMATION (JLFF)

At the beginning of each school year, the District shall provide written information to parents and eligible students identifying where and how members of the community may obtain information collected by law enforcement agencies related to registered sex offenders. This information will also be posted on the District’s web site.

SNOW POLICY FOR EARLY DISMISSAL (EBCE)

All parents will fill out an emergency form that tells the school where to send children in the event school is dismissed early due to snow or other unforeseen events. This information needs to be kept updated! No child will be allowed to go to any place other than home unless a written letter is delivered to the office, the parent is there to pick up the child, or a phone call is received from the parent. Review this procedure with your child so they know where to go and what to do in case of early dismissal.

SPECIAL SERVICES (IHC)

ADVANCED LEARNING PLANS – ALPs (IHBB)

Advanced Learning Plans (ALPs) will be created and considered in educational planning and decision making for those students identified as gifted. The ALP will guide the student’s progress toward specific academic performance goals. The ALP is initiated after comprehensive assessment, developed by teachers and parents, and supported by the instructional staff and the school Principal.

EARLY ACCESS

House Bill 1021, (C.R.S. 22-54-103 (10) defines 4 or 5 year old children who may benefit from early access to school as a “highly gifted child.” This child is academically gifted, socially and emotionally mature, in the top 2% of the gifted peer group, motivated to learn, and has exhausted the resources of preschool or home schooling. For more information regarding Early Access contact: The Pikes Peak BOCES G/T Coordinator at 719-622-2099.

SPECIAL EDUCATION PROGRAM (IHBA, IHBIB)

The Special Education Program is primarily for the student with an identifiable perceptual or communicative (PC) disorder. When students in the Response to Intervention Program (RtI) do not respond to interventions put in place by the RtI team, additional assessments of the student’s skills and abilities are requested. Before the testing can begin, parents must sign a permission form asking for a learning evaluation of the student. When the assessment data is obtained, a staffing is held with the parents, a representative from the Pikes Peak Board of Cooperative Educational Services (BOCES), the Principal, the student’s teachers, the Special Education teacher, the school nurse, and any other person identified as needed to support the student’s needs. If it seems advisable, an educational program will be prepared for the child’s needs for a limited time each day. Time in the program depends on the severity of the disability. Priority shall be given to those students where there is a reasonable expectation of remediation within two school years. A student may also be placed in a special program if he/she has a difficult time learning basic academic skills because of limited ability. Each school year an annual review will be held for students in the program, to determine whether the student shall continue or has completed the remediation needed. Parents will be notified of upcoming reviews by the special education teacher approximately one week in advance. Calhan Elementary provides free special education services for children who have been identified as disabled pursuant to applicable law beginning at age three (3).

SPEECH/LANGUAGE

The speech/language program is for the student whose speech/language deviates to the extent that it interferes with his/her ability to communicate verbally with others and so interferes with his/her educational progress. The student will be served by an itinerant professional. Time in the program varies depending on the severity of the disability.

TITLE I READING and READ PLANS (*ILBC, IHBD, KB, KBA*)

The Title I program at Calhan Elementary is a targeted assisted federally funded program. The program stresses the basic skills of reading and is in addition to the regular classroom reading program. The program will be geared to the special needs of the individual student. Students may be recommended for the program by the classroom teacher on the basis of classroom work and other evaluation tools. Parents will be notified before student placement in the intervention literacy program. The [Colorado READ Act](#) mandates that all students will be reading at the third grade level by the end of third grade. This Act focuses on early literacy development for all students and especially for students at risk for not achieving third grade reading proficiency. The READ Act focuses on kindergarten through third grade literacy development, literacy assessment and individual READ Plans for students identified with a significant reading deficiency. READ Plans are developed through our Title I program.

The following information can be found on the Title 1 tab of the elementary school website:

[Title 1 Handbook – An Information Guide](#)

[Title 1 Fall Parent Survey](#)

[Title 1 Spring Parent Survey](#)

[Colorado READ Act Fact Sheet](#)

[Colorado Department of Education Federal Programs Unit](#)

STUDENT ASSESSMENT/GRADING (*IKA, IKA-R*)

The assessment of elementary students is done through teacher observation, written and oral work, standardized testing, and projects. All grades can be viewed on your Parent Portal account. Quarterly grades will be available for view one week after the quarter ends. Grades K-3 use a letter system for report cards. Grades 4 and 5 use letter grades determined by averages for report cards. The scale is listed below. Students are graded on both academic and social skills. Academic standards for each core curricular area are documented, and each student is evaluated on his/her progress. If you ever have concerns or questions about our evaluation process, please contact your child's teacher.

A = 90 - 100 or Advanced

B = 80 - 89 or Proficient

C = 70 - 79 or Partially Proficient

D = 60 - 69 or Unsatisfactory

F = 59 and below or Failing

STUDENT DISMISSAL (*JLIB, JLIB-R*)

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the prior approval of the School Office. All visitors must report to the School Office to check in and out of the building. School personnel will obtain/copy/check the picture ID of each visitor. This will be required for each visit. If the visiting party is not listed on the emergency procedure card, office personnel will contact the parent/guardian to determine if the party is authorized to visit or pick up the student. Students of divorced or legally separated parents shall be released to a noncustodial parent only upon the approval of the custodial parent. Visitor sign in/out time will be documented in our visitor log.

SUPERVISION OUTSIDE OF SCHOOL HOURS (*JLIA*)

All children in the building or on school property, MUST be supervised at all times including before and after school and during any activity, school sponsored or otherwise. The adult contact for all after school activities must be made known to the office. It is parents' responsibility to provide supervision of their students outside of the school hours 7:45am-4:15pm.

SUSPENSION/EXPULSION PROCEDURES (*JKD/JKE, JKD/JKE-R, JKD/JKE-E*)

- The student shall be informed of the charges brought against him/her upon being detained by the administration.
- The student may be given opportunity to question witnesses and confront accusers (informal hearing) before being further detained. If a meeting cannot be arranged immediately, the student may be detained until one can be arranged within a reasonable amount of time during the school day.
- The student shall be informed of sanctions imposed by the school authorities, including duration of the sanction and the reason for the sanction. Grounds for suspension/expulsion are listed in the student handbook. The sanctions shall be stated no later than within 24 hours of collection of all necessary information.
- The parent shall be immediately contacted by phone and asked to pick up the student from school. If the parent cannot be reached, the student shall remain in school under supervision but not be returned to the classroom. If the parent cannot be reached prior to the next school day, the person listed on the student's emergency card shall be contacted.
- A letter outlining the charges, consequences, and procedures, shall be sent to the parent as a follow-up to the telephone contact. The letter shall be sent within 48 hours of the phone contact.
- Any student suspended will still be expected to complete all assignments missed due to the suspension.
- A copy of appeal procedures shall be made available to the student at the time sanctions are announced and shall be communicated to the parent by telephone.

According to Colorado Revised Statutes 22-33-106 (1) (a-f) and 3 (e) and 22-12-105 (3), the following shall be grounds for suspension or expulsion from a public school:

- Continued willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
- Declaration as a habitually disruptive student.
 - For purposes of this paragraph, "habitually disruptive student" means a child who has been suspended three times during the course of the school year for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events because of behavior that was initiated, willful and overt on the part of the child. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
 - The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each suspension counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means as the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
- Serious violations in a school building or in or on school property for which suspension or expulsion shall be mandatory.
 - The sale of a drug or controlled substance as defined in C.R.S. 12-22-303.
 - The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
 - The carrying bringing, using or possessing a dangerous weapon without the authorization of the school or school district, except that if a student discovers that he or she has carried, brought or is in possession of a dangerous weapon and the student notifies a teacher, administrator or other authorized person in the School District, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory.
 - "Dangerous weapon" means:
 - A firearm, whether loaded or unloaded.
 - Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- Any object, device instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.
- Repeated interference with a school’s ability to provide educational opportunities to other students.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- Failure to comply with the provisions of Part 9, Article 4, Title 25, C.R.S (immunization requirements). Any suspension, expulsion or denial of admission for such failure to comply shall not be recorded as a disciplinary action but may be recorded with the student’s immunization record with an appropriate explanation.
- Making a false accusation of criminal activity against a District employee to law enforcement or to the District.

According to C.R.S. 22-33-106 (2), subject to the District’s responsibilities under the Exceptional Children’s Education Act and applicable federal law (*see policy JK*-2, Discipline of Students with Disabilities*), the following shall be grounds for expulsion from or denial of admission to a public school or diversion to an appropriate alternate program:

- Physical or mental disability such that the child cannot reasonably benefit from the programs available.
- Physical or mental disability or disease causing the attendance of the child suffering there from to be a threat to the welfare of other students.

TRANSPORTATION ([EEA](#), [EEA-R](#), [EEAEF*-R](#), [EEAEF*-E](#))

BUS REGULATIONS ([JICC](#), [JICC-R](#))

School bus transportation is a privilege, not a right. This privilege can and will be suspended for violation of rules. The privilege of riding a school bus is contingent upon a student’s appropriate behavior and observance of established regulations for student conduct both at bus stops and on board buses. The driver of a school bus shall be responsible for the safety of the students on his/her bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver’s duty to notify the Transportation Director if any student persists in violating the established rules of conduct. After due warning has been given to the student and his/her parents, the Transportation Director may withhold from the student the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operations of the bus. Any student with continuing unacceptable behavior may be placed on a behavior contract. This contract will be developed by the student, parents, school administrator, and bus driver.

Prior to Loading (on road and at school)

- Be on time at the designated school bus stop. Keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Conduct yourself in a safe manner while waiting.
- Be careful in approaching the bus stop.
- Do not move towards the bus at the school loading zone until the bus has been brought to a complete stop.
- When loading at school, do not leave the bus without permission from the bus driver.

While on the Bus

- Follow driver’s directions immediately and consistently.
- Stay in your seat, facing forward, while the bus is moving.
- Keep hands, arms, legs and objects to yourself.
- Keep volume level down and use only appropriate language.

After Leaving the Bus

- Cross the road when necessary after getting off the bus, at least ten (10) feet in front of the bus, after looking at the driver and receiving the signal that it is safe to cross.
- Help look after the safety and comfort of small children.
- Be alert to the danger signal from the driver. Wait for safe crossing signal from driver.

The driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent or school official.

EXTRACURRICULAR TRIPS ([JICC](#), [JICC-R](#), [IJOA](#))

The above rules apply to any trip under school sponsorship. Also, remember to follow the sign out procedure as outlined in the Activities Handbook. Students shall respect the wishes of the adult(s) in charge.

NOTE: A SCHOOL BUS IS CONSIDERED SCHOOL PROPERTY; THEREFORE, ALL RULES APPLY TO ANY INCIDENT THAT OCCURS ON A SCHOOL BUS THE SAME AS THOSE THAT HAPPEN ON SCHOOL GROUNDS.

BUS PERMISSION ([EEAC-R](#))

If your child is riding a bus other than his/her own, he/she must bring a permission slip from home, or a parent must call the school office. The note should include what bus they will be taking, and where they will be getting off the bus. Also, if your child will not be taking their bus home, please notify the school by 3:00 p.m. Students will not be allowed to call home to make arrangements to go home with another student after school is dismissed. Bus riding is a privilege. Appropriate behavior is expected or the privilege will be revoked. The buses leave the school building at 4:05 p.m.

STORM ROUTES ([EEAC](#))

In order to assure student safety, Calhan School District will implement "Storm Routes" for use on days when dirt roads are hazardous but the pavement is safe to drive on. Parents will be alerted on the TV and Radio as well as receiving phone calls, just as for snow days, only the message will be that Calhan School is running storm routes. On these days, we will run buses only on paved roads. Please bring your child to the listed bus stop that is nearest your home. If the designated time is an issue, you are welcome to meet the bus at another listed location. Keep in mind that these times are approximate. While we will do our best to keep to this schedule, please be flexible and make allowances for road conditions. Because of this, please DO NOT leave your child at the bus stop; wait for the bus to arrive to pick up your child. In the afternoons, please be at the stop several minutes ahead of the estimated drop time. The bus cannot safely wait on the road for parents to arrive. We will plan to run the same storm route morning and afternoon unless the conditions change greatly, in which case you will be notified again by our reverse calling system. You can find the list of stops for your child below, or the complete list of storm route stops on our website, calhanschool.org, under the Transportation Section. For any further information or clarification, please talk to your child's driver or call the Transportation Director at 347-2766.

VIDEO CAMERA POLICY ([EEAEF](#), [EEAEF-R](#), [EEAEF-E](#), [ECA/ECAB](#))

The District has installed video recording equipment in the school building and on school buses to monitor student activity. Tapes will be reviewed as necessary by the Principal, and evidence of student misconduct will be documented. Students found to be in violation of the District's conduct rules will be notified and disciplinary action will be initiated under the Board adopted Code of Conduct and Discipline (Board Policy JIC and JK).

Your signature in the handbook indicates that you have read, understand, and agree to the terms of the video camera policy and use video recordings on school busses document.

VISITATION ([KI](#), [ECA/ECAB](#))

For the safety of all students, parents are required to stop at the office to get their visitor pass before going to the classroom. The front office will ask for a copy of your photo identification to keep on file. Parents are always welcome and encouraged to come in to visit their child's class. We request that you make prior arrangements and check in at the office. Any other guest must also make prior arrangements with the Principal.

VOLUNTEERS ([IJOE](#), [IJOE-E](#), [KB](#))

Calhan Elementary provides many opportunities for volunteers to use their time, talents, and resources to benefit our school and the District. If you are interested in volunteering in or out of the classroom or serve on a committee, please contact the office for a volunteer packet. Those who wish to volunteer in the classroom or attend class field trips must

apply on the district website, agree to a background screening, complete the volunteer paperwork, and attend a short [volunteer training](#) session at least three (3) days prior to interacting with students. [Volunteer information can be found on the District website.](#)

WITHDRAWING YOUR CHILD (*JRCA, JRA/JRC, JRA/JRC-E-2, JQ*)

In the event you choose to withdraw your child from our school, please contact the office at least 24 hours in advance. This will give us time to complete all the necessary paperwork and get the required signatures. You are required to sign papers which indicate official withdrawal from school. Transferring of your child's educational records will occur after all fines for Calhan School have been paid and after we receive official notification from the new school.

CALHAN ELEMENTARY HANDBOOK PARENT & STUDENT ACKNOWLEDGEMENT

Please read the entire handbook and then print, sign, and return this page to your child's teacher by Friday, September 1, 2017

By signing below, we acknowledge that we have read the handbook for Calhan Elementary School. We understand these rules and guidelines are aligned with the Calhan School District Board of Education Policies. We do hereby agree to observe and follow the policies, rules, and guidelines stated. Furthermore, if the aforementioned policies, rules, and guidelines are violated, we are aware of the procedures and consequences that may be imposed. We understand that all Calhan School District Board of Education Policies can be accessed on the district website at www.calhanschool.org.

We are agreeing to the rules of the **Handbook**, the **Internet Policy**, **Use of Video Recordings on School Buses**, and the **Field Trip Permission Form**.

STUDENT NAME (printed clearly) _____ GRADE _____

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN NAME (print clearly) _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PARENT/GUARDIAN NAME (print clearly) _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Occasionally, unforeseen circumstances such as changes to Colorado State Statute, changes to School Board Policy, changes to school culture etc. may require portions of the Calhan Elementary Handbook to be revised. School administration is authorized to make necessary revisions throughout the school year.

In the event revisions are made, notices will be posted on the District and school websites.

All handbook revisions take effect immediately after being posted.

CALHAN ELEMENTARY SCHOOL SUPPLY LIST 2017-2018

PRESCHOOL

1 pair gym shoes
All other supplies will be provided

KINDERGARTEN

Two pocket folders
1 box of crayons
1 box of pencils
2 bottles of glue
1 pair of scissors
1 Art shirt
2 big pink erasers
In addition to your child's personal belongings,
we ask you to provide the following to share
with the class:
2 boxes of dry erase markers (broad tip)
1 box of tissues,
1 package of napkins or 1 package of paper towels.

Boys bring: 1 box of straws & 1 package of paper plates.

Girls bring: 1 box of Ziploc bags (sandwich, quart or gallon) & 1 package of Dixie cups.

We would also appreciate bags of treats to fill the prize box (stickers, pencils, birthday party prizes, etc.).

1ST GRADE

1 pair Fiskar Scissors for kids
24 - #2 Pencils
16 - count water Base Markers
16 count crayons
1 - Box Band aids
2 - Wide ruled spiral notebooks
1 pkg. loose leaf wide ruled notebook paper
2 - Folders with pockets
Box of Ziploc Gallon Bags
Box of sandwich size bags
1 pkg. 3x5 index cards
School box – small
Large Box Kleenex
2 containers Clorox wipes
5 ct Dry Erase chisel tip markers
3 highlighters
1 pkg. big erasers
1 pkg. 12 – 24 ct glue sticks

2ND GRADE

2 boxes of Kleenex
3 packages of 24 count #2 pencils
5 single subject spiral notebooks
12 pocket folders (2 of each color: orange, blue, yellow, green, red, purple) with holes and pockets NOT BRADS)
2 packs of fine tip dry erase markers (can find them at the Dollar Store)
Crayons (24 count)
Water-based markers (10 count)
1 package index cards (any color)
Pencil box
Colored pencils (12 count)
1 container of disinfectant wipes
1 yellow highlighter
2 packs of loose leaf paper
Scissors – blunt tip

(Second Grade Continued)

1 package of 5 dividers
1 white 3 ring 3 inch binder (no Trapper Keepers)
1 box gallon Ziploc bags - girls
1 box sandwich-sized bags-boys

3RD GRADE

3 packages of 24 count, wooden #2 pencils
12 pocket folders (2 of each color: orange, blue, yellow, green, red, & purple) with holes and pockets NOT BRADS
2 boxes of Kleenex
5 single subject spiral notebooks (wide ruled preferred)
1 pack colored pencils – 12 count
1 pack markers- 10 count
Crayons – 24 count
2 packs of fine tip dry erase markers (Can be found at the Dollar Store)
1 package index cards (any color)
Pencil box
2 packs of loose leaf paper (wide ruled preferred)
Scissors – blunt tip
1 box of gallon sized ziplock bags – Girls
1 box sandwich sized bags - Boys
1 yellow highlighter
1 white 3-ring 1 inch binder (no trapper keeper)
1 package of 5 dividers

4TH GRADE

3 packages loose leaf wide rule paper
Scissors
2 12 packs of #2 pencils
5 wide rule single subject spiral notebooks
2 glue sticks
Eraser
Colored markers
Crayons
Highlighter
5 dry erase markers
Plastic ruler with metric and standard units
Pencil box
2 boxes of tissue
1 plastic seven-pocket accordion folder
1 blue pen, 1 black pen

5TH GRADE

Markers
2 large boxes of Kleenex
3 - pkgs of wide ruled paper (150 sheets per pkg)
1 - pkg 24 count #2 pencils
6 - Pens- 2 blue, 2 red, 2 black
Scissors
Ruler (cm and inch) no rubber or folding rulers
Colored pencils- 12 count or crayons-16 count
6 folders with pockets
5 - spiral wide lined notebooks (no bigger than 120 pages)
8 oz. Elmer's glue or glue sticks
Eraser
1 box bandaids
8 dry erase markers

ALL PRESCHOOL – 5TH GRADE STUDENTS

- 1 pair gym shoes
- Pikes Peak Library Card
- Please make sure all items are marked clearly with your child's name.
- Consumable supplies may need to be replenished throughout the year.

