

Red Hawk Elementary Family Handbook



2014-2015 School Year

Dear Red Hawk Families,

It is a pleasure to welcome you into the community. The staff and I are committed to making your child's school experience a positive one. Please do not hesitate to contact the office or myself should you have any specific questions or are in need of assistance.

The Family Handbook serves as a guide to students and parents to help everyone understand the policies and procedures at Red Hawk. The policies outlined below are aimed at creating an environment where each child can reach his or her learning potential in a safe and orderly atmosphere.

I look forward to getting to know you.

Sincerely,

A handwritten signature in black ink, appearing to read "Cyrus Weinberger". The signature is fluid and cursive, with a prominent initial "C" and a long, sweeping underline.

Cyrus Weinberger
Red Hawk Elementary, Principal

Table of Contents

Mission & Vision.....	p.4
Animals.....	p.4
Assessment.....	p.4
Attendance.....	p.5
<i>Illness</i>	
<i>Dismissal</i>	
Bicycles and Scooters.....	p.6
Birthdays.....	p.6
Care of School Property and Safety.....	p. 7
Checks.....	p. 7
Childcare.....	p.7
Class Placement.....	p.7
Communication between Home and School.....	p.8-9
<i>Parent-Teacher Conferences</i>	
<i>Visitation</i>	
Dress Code.....	p.9
Drop Off	p.10
Film Resources.....	p.10
Field Trips	p.10
Homework Guidelines.....	p.10-11
Keeping Children After School.....	p.11
Lost and Found.....	p.11
Lunch	p.11-12
Makeup Work	p.13
Medication Policy	p.13
Parent Organizations	p.13
Parties	p.14
<i>Classroom</i>	
<i>Birthday</i>	
<i>Holiday</i>	
Positive School Culture.....	p.14
Programming for Academic Success	p.14-17
<i>Math</i>	
<i>Language Arts</i>	
<i>Specials (Art, Music, PE, Chinese)</i>	
<i>Special Education</i>	
<i>Counseling Services</i>	
<i>Gifted and Talented</i>	
<i>ELL</i>	
<i>Community Schools</i>	
<i>Report Cards</i>	
Recess	p.17
Registration/ Withdrawal	p.17-18
Safety Precautions (Building Access).....	p.18
School Pictures	p.18
Snacks	p.19
Students' Personal Property.....	p.19
Volunteers	p.19
Weather	p.19-20

Appendix: Core Values (p.21)

Mission

Red Hawk Elementary is a Core Knowledge focus school that promotes rigorous instruction in math, science, and technology with an emphasis on integration of the arts into all areas of the curriculum. Environmental responsibility, personal development, and physical well-being are at the heart of our learning.

Vision

Red Hawk Elementary is committed to helping each student reach his or her academic potential as well as become a contributing member of the school community. This mission will be realized through meaningful collaboration between students, parents, and teachers.

Animals

Due to health and safety concerns, pets may not come to school. We ask that parents do not bring pets onto school grounds at the beginning and end of the school day for the same reasons. Classrooms will be allowed to have science animal/reptile projects along with curriculum based animal/reptile/insect projects.

Assessment

District Standards

St. Vrain is a standards-based school district. Teachers collect various forms of assessments throughout the school year to monitor each student's progress against District and state benchmarks. Parents are kept informed of their child's progress through the Elementary Report Card, which comes out once a trimester (Dec. 6, Mar. 14 & May 22) as well as through Parent-Teacher conferences (Oct. 9,15 & 17; Jan. 29, Feb. 4 & 6). Please do not hesitate to contact your classroom teacher should you have any questions about your child's performance.

Colorado Basic Literacy Act (CBLA)

Students at each grade level receive ongoing reading assessments to ensure that they are reading at grade level or above. For those students who are not reading at grade level, an Individual Literacy Plan (ILP) is put in place to provide additional support from home and school to help meet grade level proficiencies. If your child is placed on an ILP, a variety of interventions will be employed and monitored.

Transitional Colorado Assessment Program (TCAP)

The State of Colorado tests elementary students in grades 3-5 each year to monitor the performance and growth of individual students as well as school districts. Students are tested in grades in reading, writing, and math. Fifth graders also complete a science assessment. Individual TSAP results are shared with students, mailed to parents, and monitored by teachers. The school uses the data to develop school improvement goals. You can learn more about TSAP and view test results at the Colorado Department of Education's website <http://www.schoolview.org>.

SRI / Benchmark tests/ Theme tests / Galileo / PALS

All of the assessments mentioned above are utilized to provide teachers with on-going information about your child's learning. This in turn helps to guide teachers' instruction to match your child's individual learning needs.

Attendance

Absences

Regular attendance is essential for success at school. Our goal is for every student to attend school 100% of the time. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or emergency.

If your child will be absent, please call the school at **303-774-2700**, and leave the following information:

- child's name
- date(s) of absence
- teacher
- parent's name
- reason for absence

We are required to verify absences that are not reported. Home and work phone numbers will be called. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given two days to make up work for each day they are absent.

School Board Policy and Regulations (JH and JH-R)

- After 6 excused absences – a general letter of concern will be sent to parents/guardians
- After 9 excused absences – a second letter will be sent stating that after 12 absences parents will no longer be able to excuse an absence without documentation from a health care provider.
- On the 13th day of an excused absence, a meeting will be requested to develop an education plan including an attendance contract.
- All letters will be addressed to the current address on file with the District.
- Judicial proceedings may take place if there are more than four unexcused days in a month or more than ten in a school year.

Tardies

It is important that children arrive on time for school. **Children are tardy when they are in their classroom later than 9:05 a.m.** A "tardy" child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, parents should park in the parking lot, walk the child inside, and sign the child in at the main office. The office will remove them from the absence list. The student also needs to take an admit slip from the main office to the classroom teacher.

Parents are encouraged to schedule appointments (doctor, dentist, etc.) before or after school hours whenever possible.

School Board Policy and Regulations (JH and JH-R)

- Three unexcused tardy occurrences will be considered a one-half day unexcused absence.

Illness

If your child is not feeling well or complains of illness before he/she leaves for school, it is probably advantageous to keep him/her at home. This helps protect healthy students and also prevents a sick student, whose immune system is already weak, from contracting further illness. It is better to keep the child at home if he/she is ill. This eliminates the problem of parents needing to leave work to pick up a sick child during the school day.

If a child becomes ill during the school day, the student will go to the health office. If the student is too ill to remain at school, a parent will be contacted. In extreme emergencies, arrangements may be made for a student's immediate transportation to a hospital, whether or not the parent or guardian can be reached. **Please make sure your child's emergency information is updated and current.**

Dismissal from School during the School Day

Parents may request that students be excused from school prior to dismissal. Parents are asked to send a note stating who will be picking up the child and at what time. That name must be on the Emergency Contact Information Form, which the school will keep on file. We will send this Information from home at the beginning of the year for you to fill out and return. Please update this through the front office as needed.

Parents/Designees are to sign students out **at the office and not the classroom**. The office will then call the classroom to request that the teacher send the child to the office. We request that parents/guardians enter the building through the main front entrance to check a child out of school. If the student is returned before the end of the day, we request that the parent/guardian accompany the student to the office to sign back in. A signed note from the parent/guardian will be required if a third party is to check a student out of school during the school day.

In accordance with Board Policy, please plan to provide a doctor's note for an illness that requires an absence of three days or more.

Bicycles and Scooters

Students may ride bicycles and scooters to school. It is the responsibility and decision of the parents to determine whether or not to allow their children to ride these to and from school. **For safety reasons, bicycles and scooters must be walked on school property.** Locking a bicycle and scooter in the school bike racks is the responsibility of the students. Students should always wear a helmet when riding a bicycle and obey all safety/traffic rules. **The Town of Erie prohibits the use of electric or gas powered scooters.** Please check with them on their laws regarding this issue.

Birthdays

Birthday celebrations at Red Hawk will take place during the last 10 minutes of the school day and **will not involve food**. Instead students will be recognized during announcements, choose the movement exercises for the day in their class, and choose a book to be read to the class.

At Red Hawk Elementary, students celebrate their birthday with their class by selecting a "Birthday Book" to read together in the child's honor. The Birthday Book celebration promotes reading rather than treats. Classes will celebrate by reading the book together. Your child may also select someone to come into the room and read the book to his/her class. This could be a parent, grandparent, a staff member, etc... If your student would like to select a Birthday Book from the library's "Donate a Birthday Book" shelf, please send a check for \$15 (payable to Red Hawk Elementary) on the day of their birthday. Diane Sherman will help them select a book which they can read with their class and then donate to the library. A commemorative tag with the child's name will be placed in the front of this book and it will become a part of the permanent library collection. Not only does this policy

encourage reading, but also helps to insure students with allergies have a lower risk of exposure. Alternate non-food options are available to celebrate birthdays in the older grades with prior arrangement with the classroom teacher.

Invitations to private parties are not to be distributed at school unless all members of the student's class are invited.

Care of School Property and Safety

Students are held responsible for the loss of or damage to textbooks, library books, and school property. According to District policy, the full cost of these items will be collected.

Students and family members are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in the designated areas.

Throughout the building and our grounds you will find many areas with stone benches. These benches are meant to provide students and parents with a place to sit. As tempting as it might be, **students are not allowed to climb or jump on any of the rock benches or the mineral display** (below the main stair).

Checks

For safety and accounting purposes, parents should only send checks to school. Please send separate checks for each child and each purpose. Please make checks payable to Red Hawk Elementary.

- Lunch checks should include the student's first and last names on the memo line.
- All other checks should include the student's name and the purpose of the check (e.g. field trip, child care, community school classes, etc.).

Child Care

Our childcare program is called the Soaring Hawks. It is a before-and-after school program, which runs from 7:00 - 8:55 AM and from 3:40 - 6:00 PM. Childcare is only provided when school is in session. For more information, please contact our childcare director, Felicia Sanchez, at sanchez_felicia@svvsd.org. You can also go to the Red Hawk Elementary School Website (<http://rhes.stvrain.k12.co.us>) and look under the "Community Schools" tab, or pick up information at our school office. Typically, childcare is offered during vacations, but there needs to be a minimum 15 students to cover costs.

Class Placement Process and Policy

It is the responsibility of the staff of Red Hawk Elementary to assign students their teacher each school year. A variety of factors are considered which may include balancing class size, any services students receive, academic performance, achievement, and social and emotional needs of the child. Our staff members will use the following process:

- A parent survey will be sent home which states we do not take specific requests but want to know more about the parent perspective on their child to help facilitate the process of placing students. This parent input plays an important role in giving parents a platform to voice student needs, concerns, and issues.
- Classroom teachers will fill out a class placement card about each student which details the child's gender, student services being received, academic performance, achievement level, social/emotional needs, etc.
- Final decisions about class placement will be made by the principal.

Communication between School and Home

There are a many ways for parents to learn about important events going on at the school along with ways provide feedback to the school. To align with our environmental focus, the majority of our communication will be electronic. **All electronic communications will be available on our website, <http://rhes.svvsd.org>.** Paper versions of school communications are available for families who do not have easy access to a computer. Please inform the office if you have this need.

Updates/Newsletters

You will receive a weekly update from the principal's office and a monthly grade level newsletter. The weekly update will provide a general overview of what is going on at Red Hawk. The grade level newsletter will be come from grade level teams. Grade level newsletters will provide parents with an idea of what students will be learning along with suggestions for how to support your child's learning needs at home.

Phone

Teachers' voice mail is active 24 hours a day and parents may call the number at any time. While each classroom has a phone, calls do not ring through during the school day. During the work week, teachers listen to their voice mail at least once a day and will respond within 48 hours.

To help students learn responsibility and plan ahead, we let them use the telephone only for urgent problems. Calls home for homework, or for permission to play at a friend's house after school are not emergencies.

Cell phones are not to be used within the building by students, staff or volunteers, as they disrupt our learning environment.

Should unforeseen circumstances arise, parents may call the school office before 3:20 PM and leave a message for their child. These messages will be delivered during the last 20 minutes of the school day. If parents call after 3:20 we cannot guarantee their child will receive the message.

E-Mail

Parents may contact staff through e-mail. St. Vrain employee e-mail addresses follow this pattern: lastname_firstname@svvsd.org. During the work week, staff members read their e-mail at least once a day and will respond within 48 hours.

Thursday Folders

Each student will have a folder to take home on Thursday containing homework, class work, and other communications. Please return the folder to school the following day, or the following Monday.

Planners

Planners are used for listing daily work assignments for students in fourth and fifth grade. Teachers and parents can also use the planner as a communication tool about behavior or work habits.

Parent/Teacher Conferences

Time is set aside twice each school year for the purpose of meeting with parents to discuss student progress, review assessments, and set goals. Students are expected to attend these conferences, as they will be student led (Oct. 9,15 & 17; Jan. 29, Feb. 4 & 6). If there is an instance when a teacher or parent feels it would be best to speak without the child present, alternate arrangements will be made. Parents, or teachers, may request additional meetings, as needed. Conferences are scheduled in the evenings to accommodate parents' work schedules. This results in a trade off of comparable hours on the dates indicated on the calendar as "conference comp days."

Parent Visitation

Our parents have an open invitation to visit the classrooms of their children. For security purposes, we require that all parents and visitors check in at the front office and wear a name badge while visiting. Please contact the teacher prior to your visit to ensure a mutually agreeable time. If you plan to stay for longer than 30 minutes, please let the teacher know so there will be volunteer work available for you to complete.

School Visits from Friends and Relatives

We cannot allow students to have visitors in their classrooms other than their parents/guardians. Relatives and friends who do not attend Red Hawk Elementary may not come to school unless a special event has been planned, or they have arranged for volunteer opportunities.

Dress Code – (School Board Policy JICA and JICA-R)

Modesty, cleanliness, neatness and appropriateness are the standards that should be observed by all students in their personal dress and grooming. Children need to make good choices and dress appropriately for the weather and for activities at school.

Our school will comply with the Board of Education policy regarding student dress. A copy of Policy JICA is available at the school office or on the district website.

Board Policy JICA states: "A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school." Please refer to Board Policy JICA for specific details.

Shoes with wheels (heelies) are not allowed unless the wheels are concealed while on school property. **We discourage "flip flops" and "cros" as they can break, come off the foot, slide easily if the floor is wet, and are not safe on playground equipment. They may not be worn on days that students have PE. Please keep in mind that our school practices movement exercises each day and that clothing and shoes should be appropriate for these activities.**

Students will not be allowed to wear hats in the school building.

"Special Days" on which special dress is permitted will be designated by the principal (e.g. "Hat Day").

Parking/Drop-off

Students **may be dropped off at 8:45** in the morning. Please do not drop students off before this time, as no teachers will be on duty. **The Hug and Go lane** is the exclusive student drop-off/pick-up zone. When entering the East parking lot please enter the single lane along the curb. **Double lane drop-off is prohibited** to ensure student safety. Parking is not permitted in the Hug-n-Go lane, as this is our fire lane. Violators may be towed. While waiting on Telleen Avenue to enter the East parking lot, please **do not** block the street. Blocking Telleen prevents buses from entering and exiting the West parking lot. After drop-off, drivers should exit the East parking lot cautiously. See parking map for how to line up.

Should you wish to come into the building, park in the east parking lot designated for parents and visitors. Additional parking can be found along the dirt area to the north, next the public park to our east. Please be considerate of our neighbors by not blocking driveways. Do not park on Mueller Street as Erie police are diligent about giving tickets due to the narrowness of this street. **As parking is always tight, we encourage people to walk or bike to school as much as possible.**

Bus Load and Drop-off Zone is located in the West parking lot. Please **do not** park or drop off students in this area.

Film Resources

St. Vrain Valley School District's policy regarding the use of film includes these salient points:

- The use of film resources solely for entertainment purposes during instructional time is not acceptable - films must have an educational purpose.
- G films may be shown to all grade levels.
- PG films may be shown to 4th and 5th graders if parent permission is given and an alternate learning plan is provided for students who are not granted permission.

Field Trips

Teachers may schedule field trips that enhance classroom learning. The cost of these trips is covered by parents. The Transportation Department charges fees for buses used on field trips. This is in addition to any admission cost at the venue. Scholarships are available for students on free/reduced lunch. Please contact your child's teacher for more information.

Homework Guidelines

Homework has two important purposes:

- to provide students with independent practice and supplemental learning opportunities
- to provide opportunities for vital parent-school partnership

Homework is assigned on a regular basis to:

- increase learning time
- improve retention of learning
- promote development of study skills, including time management
- develop a student's sense of responsibility and self-discipline
- inform parents about the curricula and of their child's progress

Homework:

- can be unfinished schoolwork, in addition to specific homework assignments
- can be work that is directed toward a project
- can be work that extends a unit or lesson
- should be clear and specific so that students can complete the assignment
- helps to guide teachers' instructional decisions
- is not busy work

The time spent at home will vary from student to student depending upon organizational ability, work habits, aptitude for particular subjects, and grade level. The following timeframes are general guidelines for homework (in addition to time spent completing unfinished school work):

- Kindergarten: 10 minutes
- First Grade: 20 minutes
- Second Grade: 30 minutes
- Third Grade: 30 minutes
- Fourth Grade: 40 minutes
- Fifth Grade: 50 minutes

It should not be assumed that students would be assigned homework every day in every class or subject. Students in grades 4 and 5 will have a planner to help coordinate the homework process.

At-Home Reading is the top priority and is in addition to specific assigned homework. It is expected to be completed as per grade level guidelines.

Homework Responsibilities

Student	Teacher	Parent
<ul style="list-style-type: none"> • Take responsibility for completion of homework • Take responsibility for understanding assignment and asking questions if the assignment is unclear • Use a planner to record homework assignments (grades 3-5) • Take all necessary materials home with you • Bring finished work to school and turn it in • No phone calls home if work is forgotten • Establish a homework schedule and routine with your family 	<ul style="list-style-type: none"> • Consider the unique needs of each student; modify as necessary • Provide a system for feedback on homework assignments • Inform students of assigned work, due dates, and expectations (rubric) • Make sure each student understands the assignment • Encourage students' efforts in completing homework and be sensitive to problems and frustrations • Does not ask parent to play a formal instructional role • Consider impact of long-term projects on daily homework assignments • Communicate with parents regarding concerns or problems • Communicate classroom homework expectations and structure 	<ul style="list-style-type: none"> • Provide a workspace and schedule for the completion of homework • Provide feedback and encouragement • Reinforce skills learned at school in the home environment • Avoid doing the homework for your child or assuming responsibility for unfinished homework • Encourage your child's effort in completing homework and be sensitive to problems and frustrations • Give permission to stop if your child is overly frustrated • Communicate with teacher regarding concerns or problems

Keeping Children after School

As many of our students ride the bus or are picked up by parents, a teacher must give parents 24-hour notice prior to keeping a student after school.

Lost and Found

Children's personal items (coats, gloves, backpacks, etc.) should be clearly marked for identification. The "Lost and Found" area is located across from the office. At the end of each trimester, unclaimed items are donated to charity. Small items such as glasses, jewelry, keys, etc., are kept in the school office.

Lunch

Students will have lunch before recess. Each child will wash their hands or get a squirt of hand sanitizer before eating lunch. Children will have 25 minutes to go through the line and eat. Children are not allowed to go out to recess until their lunch time is over. Students will sit with their class during lunch except on mixed-up Fridays. We are proud to be able to offer a salad bar to add to the nutritional value of the meals being offered.

Prices:

Student Lunch with milk	\$2.50
Adult Lunch	\$3.00
Milk	\$0.50
Salad bar only	\$1.00
Adult salad bar only	\$2.00

Lunch menus will be available on the school website.

Parents Welcome in the Red Hawk Cafeteria

Please feel free to come and have lunch with your child. So that we have an accurate count of the lunches to be prepared that day, please call the school office by 9:30 a.m. to let us know if you will be eating a school lunch. **Don't forget you must sign-in at the front office before entering the building.**

Payment for Lunches

Students may always pay cash for lunch or just milk. If you send a check with your child, please make it out to Red Hawk Elementary and indicate on the "Memo" line your child's name and that it is for their lunch account.

You can manage your child's lunch account on-line! There is an easy and secure way to deposit money into your student's school lunch account. You can visit and register your student at:

<http://stvrain.revtrak.net/tek9.asp> Click on: **FOOD SERVICE PAYMENTS**

Every time the child goes through the lunch line, his/her account is automatically debited. A stamp on the hand will notify students when they have one lunch remaining in their account. Notice of negative balances on accounts will be sent home on the day they are received from Nutrition Services. **PLEASE monitor your child's account.**

Lunches from Home

Students may bring lunch from home, including a beverage. They may also buy milk at school for \$.50 or use the salad bar for \$1.00. Food should be ready-to-eat as we cannot microwave or prepare any food for students. No soda will be allowed in the lunchroom.

Food Allergies

We have a peanut-free table in the lunchroom. Please notify the school office and the classroom teacher if your child has this need. Of course, students without this allergy may also sit at the table; however, they must adhere to the rule of no peanuts, peanut butter, or peanut by-products of any kind (note—this also may include seeds in some instances).

Make-Up Work

Per District policy, students will be given two days to make up work for each day missed.

Illness

If a student is ill for a period of three days or longer, parents may request their assignments and homework. If you wish to pick up your child's missed work, please notify the office by 11:00 a.m. *on the third day of their absence* and it will be available after school. Please do not interrupt the classroom teacher with this request.

Vacations outside of the regular school calendar

We encourage parents to take vacations that coincide with students' days off from school. If that is not possible, students will be responsible for completing missing work. To insure assignments are provided prior to the vacation, teachers must be given one week's notice at a minimum.

Please be aware, per School Board Policy Section J, family vacations during the school year are discouraged. However, excused absence for this purpose should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.

Medication Policy

St. Vrain Valley School District policy does not permit school district employees to dispense prescription or non-prescription medication without directions from a physician, consent from the parent that specifies the name of the medication, and signatures from both the physician and a parent. This includes medication such as Tylenol, cough syrup, throat spray, throat lozenges, cough drops, inhalers, etc.

If medication must be given during school hours, a "Permission for Medication" form must be on file in the school health office. This form specifies the name of the medication, the time, and directions for administering the medication. The form can be obtained from the school office and must be signed by the physician and parent.

Medication must be brought to the school by the parent - not sent to school with your student. It must be in the original prescription or non-prescription bottle/container. No medication can be administered if it comes in a baggie, plain bottle, envelope, etc.

Over-the-counter medication such as Tylenol, cough drops, and cold medications must be stored in the health clerk's office - not with students in the classroom or in their backpacks. It is generally viewed as the student's responsibility to report to the health office for administration of medication and for pick up of medication at the end of the day.

Parent Organizations

Red Hawk Elementary's PTO (parent-teacher organization) is an organization whose purpose is to promote positive relationships among our parents, students, and staff, to sponsor school events, and fundraise for school projects. You can visit the website at <http://www.rhepto.com> or feel free to contact the PTO Volunteer Coordinator, Cindi Crowder at volunteer-coordinator@rhepto.com.

The Red Hawk Elementary Leadership Team comprised of parents and staff also helps the staff collaboratively establish Red Hawk's improvement goals, and develop plans to increase student achievement.

Parties - Classroom/Birthday/ Holidays

School parties are kept to a minimum

Classroom Parties: The regular school parties are Halloween, Valentine's Day, and End-of-the-Year. These are arranged by the teacher with the help of parent volunteers. The parties last up to one hour. If you have objections to your child participating in any aspect of these parties, please contact the teacher for special arrangements. **Just like birthdays, there will be no food at holiday parties.**

Positive School Culture

Our school will be participating in PBS (Positive Behavior Support). This program is adopted by the Colorado Department of Education and implemented in many schools throughout the St. Vrain Valley School District.

Staff has identified positive school-wide behavioral expectations in a variety of typical settings. The acronym that will be used is ROCK:

A system will be implemented for teaching expected behaviors and for acknowledging students who are following the expectations. In addition, there will be a consistent school-wide response for students who need more support complying with behavior norms. Posters will be displayed throughout the building to help students remember the expectations.

School Board Policy and principal discretion dictate disciplinary action. All students who are sent to the office will receive a phone call home at a minimum.

Preschool

Please refer to the Preschool Parent Handbook.

Programming for Academic Success

It is our mission at Red Hawk Elementary to focus on excellence and success for each student. To this end, we offer a variety of programs and experiences.

Math

Both Curriculum strands will be using Math Expressions (the newly adopted district program). This will be an opportunity to mix students across curriculum strands in an effort to reinforce a single school community. Additionally, this will offer us more latitude in forming math groups in a way that will insure every student will be challenged at his/her ability level.

Student Grouping for Math:

Two kinds of student grouping will be employed throughout the year. Shifts in groups will occur once a trimester for each student's regular math instruction (four days a week) and also every 4 to 6 weeks for skills grouping (One day a week—Friday).

Each Trimester, grade level teams will divide students into math groups (each grade level teacher will take a different group—the number of teachers in each grade level team will determine how many groups are created).

Groups will begin the *first week of October*. Students will remain with their classroom teacher for August and September, as this will allow time to complete several assessments and have a few weeks to get to know each child.

There will be no remedial group, only on grade level or above. Each teacher will cover the grade level curriculum (the units highlighted by the district unit plans and pacing guides). The differences in the groups will be attributed to going deeper into a concept (e.g. geometry— skills and concepts in geometry are repeated at more than one grade level, but at increasing levels of sophistication) or by moving faster through skills and covering more material (e.g. additional units in Math Expressions that are not highlighted in district standards).

At the end of each trimester, students will shift groups based on a variety of assessments (e.g. Galileo testing, Math Expression assessments, and grade level assessments). The teacher in charge of each group will be responsible for grading each student in their group and for completing report cards in this area.

Math Fridays (skills days) will occur during the regularly scheduled math block. One day a week students will be broken into groups to work intensely on a single skill during a four to six week block. For example, if some 2nd grade students were working on addition skills, one group might be working on making ten, while another could be working on adding double or triple digit numbers, and the third group could be adding simple fractions.

Grade level teams will decide as a group which skills to highlight each month based on the material covered in Math Expressions. These skills will determine what is covered in each group.

Language Arts:

Generally, each classroom teacher should be able to meet with 4-6 guided reading groups or literature circles per day during our 90-minute literacy block. This should cover about 95% of the readers in the classroom.

Teachers will be involved in planning units together around social studies, science and math. The hope is that these topics will provide students with a meaningful context to learn particular language arts skills as opposed to teaching skills in isolation.

Curriculum Strand Differences:

The St. Vrain Valley curriculum strand will be following the Rigby curriculum. Core Knowledge strands will follow the same skills covered in Rigby, but will use CK content. To insure the CK strand is able to follow the skills outlined in Rigby, CK teachers are to follow the district language arts unit templates. These templates outline the specific skills (e.g. phonics, reading comprehension) covered in Rigby.

Both curriculums are welcome to use all of our school resources in the bookroom and library.

Our leveled bookroom is designed to not only cover CK content, but to align with science, math, and social studies as well high interest titles.

Specials

Specials programs are provided to students on a rotating basis in kindergarten through fifth grade. Our Specials include art, music, and physical education. In addition, students in grades three through five will receive 45 minutes a week of Chinese instruction. Kindergarten through second grade will receive Chinese enrichment about once a month.

We have a Library Media Specialist who will be co-teaching with grade level teams throughout the year.

This will involve the use of the library and computer lab. The Media Specialist's purpose will be to support classroom teachers with resources from the library and Internet as well as develop computer skills in general. Classroom teachers will also be free to checkout books on their own as well as schedule time in the computer lab. We also have three mobile labs that are equipped with a total of 90 laptops to be used in classrooms.

Special Education Services

The St. Vrain Valley School District offers special programs for students with learning, speech/language, emotional and physical disabilities. If you believe your child needs the services of these programs, please contact your child's teacher who will be able to direct you to the correct specialist.

Counseling Services

Red Hawk Elementary has a part-time counselor. St. Vrain Valley School District counseling programs are a part of the regular school curriculum and follow the National American School Counselor Association guidelines. The counselor helps with the implementation of the Positive Behavior Support Program (Rocks), student mediation including Restorative Justice practices, peer relationships, and other programs and classroom visits that enhance student success.

English Language Learners (ELL)

Red Hawk Elementary has a program for students living within our boundaries that speak another language and are learning English. Students receive English instruction and support during the day from an ESL tutor and are fully included within the regular classroom.

Gifted and Talented

As per Board policy IHBB, students will receive appropriate programming based on their needs. Students will be supported by our Gifted/Talented teacher. Identified students in grades 3-5 will work periodically with the G/T teacher to provide extended learning. More important than these pull out classes, the G/T teacher will work in collaboration with classroom teachers at all levels to develop appropriate programming and differentiated learning for high achieving students in the classroom.

When assigning students to classrooms for the year, Cluster Grouping will be used. Classroom teachers will also be grouping students for instruction using flexible grouping strategies so that students with similar instructional needs will be working together.

Community School

Red Hawk has a Community Schools Program that provides before and after school care for students in kindergarten through fifth grade. In addition, they will offer enrichment classes throughout the year. These opportunities will be publicized and students will have an opportunity to sign-up for classes. The enrichment class fee will vary depending on the class offered. Please contact Felicia Sanchez for more information: sanchez_felicia@svvsd.org.

Report Cards

The school report cards for grades K-5 will be sent home at the end of each trimester grading period (Dec. 6, Mar. 14, & May 22) Report cards will reflect your student's progress on the district's standards/curriculum.

Recess

Students will be escorted out to recess by a teacher or paraeducator for 20 minutes. Students will eat lunch before recess. See "Lunch" heading for details.

Registration/Withdrawal of Students

Registration

When a student enrolls at Red Hawk, all paperwork must be completed before the student may begin attending. Required paperwork includes a student enrollment form, authorization to release records from the previous school, and copies of (1) proof of residency, (2) birth certificate, and (3) immunization records. Please do not expect to register your child and have him/her start school the same day. We need 24 hours to allow the teacher time to prepare a desk, chair, and other classroom materials that create a welcoming first day experience for your child.

Immunizations

Colorado Law requires children in school to have an immunization record on file and to have the required immunizations. If your child cannot receive immunizations because of medical reasons or because you have a religious or personal reason to exempt your child, the exemption line on the Certificate of Immunization must be signed and the exempted vaccines must be listed.

The following are required immunizations for entering Kindergarten:

5 DPT – 4 Polio – 2 MMR – 3 Hepatitis B

Requirement for 1st grade:

2 Varicella

Requirement for 2nd – 5th grade:

1 Varicella (or a written verification from you Dr. if your child has had the disease)

Transfer/Withdrawal

Please let us know if you move out of our boundaries as your child will need to transfer to his/her new school. There is a withdrawal form that requires a parent's signature. It is important that your child returns all school-owned books and materials and close out any lunch account. We will release records to your child's new school once all materials have been returned and/or all balances paid.

Safety Precautions (Building Access)

We welcome visitors to Red Hawk and we want our students and staff to be safe. All exterior doors, except the front door (east side of the building), are kept locked during the school day. You will need to sign in at the office prior to entering the building. If a visitor is unknown, the office staff will ask the individual to show their identification and ask what their business is at the school. If deemed appropriate a copy of their identification will be made upon entering the building.

To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor badge during their visit. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, we will ask for identification.

Red Hawk has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students and staff will know what to do should an emergency arise. Quiet, orderly behavior is expected during all drills.

School Pictures

Students will receive information and ordering packets prior to picture day. Every child's picture will be taken for identification purposes. Parents may choose to purchase pictures. Class pictures will be taken in the spring. At this time, individual pictures will be taken again, with an option to buy.

Snacks

Teachers will determine if a snack time will be allowed in their class. If the teacher chooses to have a snack time, students may choose whether or not to bring a snack. In order to promote healthy eating habits, snacks are limited to nutritious foods only. Granola bars, fruits, veggies, cereal, etc. are fine. Items such as cookies, candy, cake, chips, etc, should be saved for dessert at lunchtime or a snack at home. In grade levels where there is a nut and seed free classroom, the policies governing this need will be honored—meaning nuts and seeds will not be permitted in the classroom.

Students' Personal Property

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. Personal objects of value are to be brought to school only during special occasions when a teacher has given permission. Playground equipment is provided by the school. Toys such trading cards, radios, stuffed animals and other electronic devices are not permitted at school. We cannot be responsible for any loss or damage to students' personal property.

Volunteers

Parent volunteers are always needed in our school. Volunteers work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers may also help in the library or with special events such as field trips. The PTO also seeks volunteers to help with events throughout the year. Please contact our Volunteer Coordinator, Cindi Crowder at volunteer-coordinator@rhepto.com with any questions. You may also leave her a message at our school office, or complete the Volunteer Survey found in our school office and you will be contacted as events occur.

Before volunteering in the classroom or handling student work, all volunteers must sign a Confidentiality Agreement and Volunteer Form in the office, which involves submitting to a

background check.

Weather

Our normal school day can be affected by the weather. School closures and delays are made with students' safety foremost in mind. There are four types of weather related events:

School Cancellation

In the event of inclement weather or other circumstances, school may be canceled for the day. This decision is made by the central administration of the school district, not by the school principal. A decision is made to close the entire district or just the specific geographic areas that are affected. Announcements are made on television, radio stations, and the district website. Families are responsible for learning of a snow day through these sources.

Recess and Weather

Recess is an integral part of school, and all students will be expected to participate. During periods of inclement weather, please be sure your child comes to school with appropriate clothing, including boots, hats, gloves, socks, coat, etc. Children will go out unless there is excessive precipitation, lightning, or the temperature falls below 20 degrees.

Generally, if a child is too ill to participate in recess, he/she should be kept at home. Only a child with a doctor's certificate specifying the number of days he/she is to stay inside will be permitted to stay in from recess.

If extreme weather develops and continues prior to the end of the school day, and you will be picking your child up at the Hug-n -Go lane, school staff will make every attempt to greet you at your vehicle between 3:00 and 3:40 so that your student can be released to you. Please have a list ready to give to the staff member which lists the name(s) and teacher(s) of the student(s) whom you are picking up.

Before School

Should weather conditions be such that they would warrant indoor recess, students will be allowed in to the building early. All children will be accompanied to cafeteria/gym by the teachers on duty. **Duty starts at 8:45, and this is the earliest students should arrive at the school.**

Appendix: Core Values

Integrity—Keeping in mind what is best for students and the group as a whole; being honest even when it is difficult; following through with commitments; fairness (fair isn't always equal—dilemma of difference)

Listening—making sure all voices in the room are heard and respected; open door policy; compassion & empathy; ability to take on another's perspective

Clear Communication / transparency—tasks and expectations are clearly understood with time for people to ask clarifying questions; the process and types of information used to make decisions are stated upfront

Continual Learning / improvement—always learning and thinking about how to improve; using research and experience to guide thinking & procedures; learning from all people and situations; reflection

Efficacy / timeliness—systems thinking; smart policies and procedures; issues addressed in a timely fashion; deadlines met

Best practices and Expertise—using current research of best practices and materials to guide instruction; common professional knowledge base; agreed upon practices; consistent use of data

Criticism—done with compassion; for the betterment of the group; describe behavior and consequences

Gossip (speaking negatively behind someone's back): 1.) not ok to complain to someone else about anyone 2.) the only time it is ok to talk with someone else about another person is to get support in how to talk with that person.

Building Trust / Accountability—the more the group can exchange criticism with good will, the stronger the trust and the higher the accountability (e.g. bringing issues to the group rather than just individual; group will support both people in this difficult endeavor).

Hidden Agendas undermine trust—if anyone feels there is a hidden agenda, this should be addressed; competing interests should be clearly identified

Clear Communication—is an interactive process; active summarizing

Characteristics of innovative /successful organizations

1. Failures, celebrated along with successes, gets us closer to what will work
2. No negative impact from supervisors for trying something new that didn't work
3. Culture of exchanging criticism

Acknowledgement of Receipt

I have received a copy of the Parent/Student handbook date August 2012. I understand that I am to become familiar with its contents.

Print Student Name

Parent Signature

Date