

# BAKER ELEMENTARY SCHOOL PARENT/STUDENT HANDBOOK 2023-2024

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## ***Welcome/Introductory Letter***

Welcome to the Baker Elementary School. We hope that this school year will be rewarding, fun, and educational for all of our students, parents, and staff. This handbook has been prepared to help familiarize students and parents with the procedures, policies, and regulations of Baker Elementary School.

Baker Elementary School takes pride in the many opportunities we provide students and cooperation is essential for an effective educational program. This cooperation must be between the students, the school, and the home. By working together and communicating effectively, we can provide a well rounded education for our students.

The key to a successful school year is teamwork between school, home and community.

It is our hope that this handbook will provide answers to the numerous questions that come up during the school year. As you read this handbook, remember the staff encourages you to participate in all of our school activities.

Parents and guests are always welcome at Baker Elementary School!

If you have any questions, at any time during the year, please call 867-8422.

Daniel Cooper,  
Principal

## *Mission Statements*

### **MISSION STATEMENT**

The mission of Morgan County School District Re-3 is to inspire creative thinking, high achievement, and lifelong learning.

### **Baker Elementary School Mission Statement**

**At Baker we teach our students to challenge themselves to become citizens that are kind, responsible and prepared Academically for an ever-changing society.**

### ***Core Values***

We assume that:

1. All people are equally valuable.
2. All people are continuous learners.
3. Effective relationships require honesty and trust.
4. "Family" is the primary influence on the individual.
5. Diversity is valued.
6. All people are responsible for their own actions; they shape and are shaped by their environment.
7. All people need safe, caring, supportive environments to reach their full potential.
8. The foundation of quality is a commitment to continuous improvement.
9. Quality education and the application of knowledge open the door to individual as well as community health and growth.

### ***Absences***

The following attendance procedures apply to Baker Elementary School and help the school accomplish the desired attendance goal of 95%:

1. Daily attendance will be taken in the classroom.
2. Any notes for student absences should be brought promptly to the office.
3. **If a student is absent, it is essential that parents telephone the school office by 8:00 a.m. at 867-8422, ext. 44610. If the office does not receive a call by 8:00 a.m., the office will contact the parent/guardian regarding the students absence from school.** **If the office is unable to reach a parent/guardian, a note explaining the student absence is necessary. Written excuses must include date(s) absence, reason for absence, and parent/guardian signature. If there is no phone call or written note from a parent/guardian excusing the student absence, it will be recorded as unexcused or truant.**
4. **A parent/guardian has three (3) days from the date of the occurrence to validate the absence. If the absence remains un-validated, the absence will remain unexcused or truant.**
5. Students must attend school to participate in any school activity on the same day.

## ***Absence Categories***

### **EXCUSED**

Absences will be recorded as excused for a student who is ill, injured, or suffering from a mental or emotional disability with notification by the parent or guardian. Other absences will be excused if pre-arranged with the teacher and approved by the school administrator, and may include things like: 1) doctor appointments, 2) funerals and 3) court. Though excused, the absence becomes part of the child's cumulative record. Elementary children are not counted absent when attending school-sponsored activities.

In the event a child needs to be dismissed during school hours, please contact the school office explaining the reason for the dismissal and the time that child is to be released. Parents and guardians are strongly encouraged to schedule appointments and trips after regular school hours or on days when children are not in school.

If excused absences become excessive, ten (10) in a school year, parents or guardians will be notified by school staff to express concern. Such notifications may be accompanied by requests for conferences aimed at improving the student's attendance and completion of missed schoolwork.

### **UNEXCUSED**

Absences not covered above or not approved by the school will be recorded as unexcused. Students who are suspended out-of-school or expelled shall be considered unexcused. Parents or guardians will be notified by mail, telephone, or personal contact by a staff member when any student has four (4) unexcused absences within one month or ten (10) in a school year. Parents or guardians may be requested by school staff or administrators to meet with them to develop problem-solving strategies directed towards improved attendance and the accomplishment of learning objectives.

### **MAKE-UP WORK**

1. Teachers may prepare work for a student who is going to miss three or more days of school. It is highly recommended the parents request the work ahead of time. This will allow the teacher time to gather assignments for students before they leave. Please give the teacher and the school office notice as soon as reasonably possible, about extended absences for your student.
2. Make up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.

## ***Asbestos Notification***

Please see District Policy information in the back of the book.

## ***Assemblies***

During an assembly, all students are to sit in their assigned areas with their class. Hand-clapping is the only form of applause which is to be used. Students are not to leave the assembly area until they have been properly dismissed. Students who do not demonstrate

appropriate behavior during assemblies or auditorium programs will not be allowed to attend future events.

### ***Attendance***

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be over-emphasized. Absences have a negative effect upon instructional continuity, regardless of any attempts to make up work. The regular contact of the student with one another in the classroom and the student's participation in a well-planned instructional activity under the tutelage of a teacher are vital.

### ***Bad Weather Consideration***

Please see District Policy information in the back of the book.

### ***Baker Rules***

#### **BAKER RULES**

**Be responsible**

**Attitude**

**Kindness**

**Effort**

**Respect**

### ***Behavior Expectations and PBS***

Positive Behavior Support (PBS) is having an encouraging influence on behavior at Baker Elementary School. PBS is a proactive systems approach for creating and maintaining safe and effective learning environments in schools and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. Our pledge, "As Baker Students, we pledge to Be responsible with a positive Attitude, using Kindness, Effort and Respect" reminds all of us the importance of proper behavior in school.



## ***Behavior Expectations Matrix***

<b>COMMON AREA</b>	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
All Common Areas	<ul style="list-style-type: none"> <li>• Walk facing forward.</li> <li>• Keep hands, feet and objects to self.</li> <li>• Get adult help for accidents and spills</li> <li>• Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Wait for your turn.</li> <li>• Clean up after self.</li> <li>• Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules</li> <li>• Remind others to follow school rules</li> <li>• Take proper care of all personal belongings and school equipment</li> <li>• Be honest.</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Keep all food to self.</li> <li>• Sit with feet on floor, bottom on bench, and facing table.</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind to anyone who sits next to you.</li> <li>• Use quiet voices.</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand and wait to be excused.</li> <li>• Get all utensils, milk, etc., when first going through the line.</li> </ul>
Playground /Recess	<ul style="list-style-type: none"> <li>• Walk to and from the playground.</li> <li>• Stay within the boundaries.</li> <li>• Be aware of activities/games around you.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly.</li> <li>• Include everyone.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain adult permission to reenter the building to use the bathroom and leaving the area.</li> </ul>
Passing Areas, Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> <li>• Stay to the right.</li> <li>• Allow others to pass.</li> <li>• Keep hands and feet to yourself.</li> <li>• Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door open for the person behind you.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks.</li> <li>• Single file.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>• Keep feet on floor.</li> <li>• Keep water in the sink.</li> <li>• Wash hands.</li> <li>• Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people privacy.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet after use.</li> <li>• Return to room promptly.</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>• Use bike lane.</li> <li>• Walk bike onto and off school property.</li> <li>• Use sidewalks and crosswalks.</li> <li>• Wait in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Leave on time.</li> <li>• Get teacher permission to use the classroom phone.</li> </ul>

COMMON AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
	<ul style="list-style-type: none"> <li>• Walk</li> </ul>		
Gym	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain permission before leaving the area.</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>• Wait for arrival and dismissal signal</li> </ul>	<ul style="list-style-type: none"> <li>• Use audience manners.</li> <li>• Sit on bottom.</li> </ul>	<ul style="list-style-type: none"> <li>• (See All Common Areas)</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Keep hand and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices.</li> <li>• Follow teacher directions.</li> <li>• Respect property, yours and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Come to class on time, prepared for class.</li> <li>• Remain quiet while others are working.</li> </ul>
Bus	<ul style="list-style-type: none"> <li>• Stay seated on the bus.</li> <li>• Use quiet voices.</li> <li>• Respond quietly to the bus driver.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver.</li> <li>• Treat the bus like it was your own vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Line up single file in the bus line.</li> <li>• Sit in seat.</li> <li>• Be quiet at railroad crossings.</li> <li>• Gather belongings before exiting the bus.</li> </ul>

### ***Bicycles***

When students ride their bicycles to school they should use the bike rack on the south side of the school building. It is recommended that a bike lock be used. Students are required to walk their bike on school property and use the crosswalks when crossing the street. Bicycles are not allowed in the bus lane area due to safety concerns. NO BICYCLE RIDING IS PERMITTED ON SCHOOL GROUNDS DURING SCHOOL HOURS.

### ***Breakfast/Lunch Program***

Please see District Policy information in the back of the book.

### ***Building Accountability Committee (BAC)/ Parent-Teacher Organization (PTO)***

Baker Elementary School has an active BAC/PTO (Building Accountability Committee/Parent-Teacher Organization). The BAC/PTO exists in order to promote a close relationship between parents and staff of the school. Our BAC/PTO serves the school in various ways, including:

- Promoting and organizing a community volunteer network for the school.
- Serving as a branch of our school accountability process.
- Hosting/helping with various school functions (ei. Teacher Appreciation Day, etc....).
- Organizing our school's after-school enrichment program.
- Providing additional educational opportunities for our students.
- Raising funds for school equipment, projects, and programs.



Currently, the BAC/PTO meets on a monthly basis, with work groups meeting as needed. These meetings will be published in the Baker Newsletter, and interested parents are encouraged to attend. Parents and other community members are also encouraged to phone if they would like a particular item to be discussed at a BAC/PTO meeting.

Special programs you might enjoy contributing your time and talent to:

- **Parent volunteers**— assisting with classroom holiday parties or as needed.
- Volunteer Teacher Assistants – assisting teachers in preparing materials.
- Resource persons for special units of study.
- Hospitality – serve at school functions.

If one of the above interests you, please contact the school or one of this year's P.T.O. officers. WE WANT YOU TO BE INVOLVED IN THE LIFE OF YOUR SCHOOL!

## ***Bullying***

Please refer to the district bully policy located at [morgan.k12.co.us](http://morgan.k12.co.us) and in the last section of the handbook.

Baker Elementary School will not tolerate "Bully Behavior". The textbook definition of bullying is: A person is being bullied or victimized when he/she is exposed repeatedly and over time, to negative actions on the part of one or more persons. This a partial list of bully behaviors. It is by no means to be a complete list:

1. Shoving or pushing in a way to cause harm, (intending to cause harm)
2. Name calling, words like: queer, homo, lesbo, bitch, whore, slut, fag, racial slurs and others intended to cause harm.
3. Verbal threats, things like: "You watch your back" or "I'll get you after school."
4. Physical abuse, hitting, kicking, and punching of people who cannot or will not fight back.
5. Rumor spreading, "messenger behavior" or spreading information in order to promote conflict and bully behavior. Any notes or rumor spreading that contains sexual words will also be considered sexual harassment. Students who receive their second discipline referral for this issue will attend an educational workshop. Parents may be asked to attend also.
6. Note writing and slam books, writing statements that are untrue or intended to hurt others and cause conflict. . This may include social media and other electronic forms of communication.

## ***Bus Discipline***

Proper student control on buses is essential to the safety and well-being of all bus riders. Unruly riders cannot be tolerated and shall be dealt with in the following manner:

- First Offense - Notification of parent and principal
- Second Offense - Parent - Transportation Supervisor Conference and one day exclusion from riding.
- Third Offense - Suspension from transportation on school buses and a conference
- More than three offenses - Possible permanently excluded from riding on buses.

## ***Candy, Gum, Snacks***

Due to gum being found on carpet, lunch trays and tables students are not permitted to chew, eat, and distribute gum, candy, sunflower seeds, pop, and other similar items. This is an effort to keep carpets, furniture, lockers, and facilities presentable and clean. Items in possession by students may be confiscated by staff. Teachers may permit students to have such items for special classroom activities.

## ***Change of Address***

Should your present address or telephone number change, please notify the school office promptly at 867-8422.

## ***Child Abuse Law***

Please see District Policy information in the back of the book.

## ***Classroom Visitation/Parent Conferences***

Parents are encouraged to visit classes. Visitations not only provide an opportunity to observe a particular classroom or group situation, but also present an opportunity for parents to observe their student's work habits and personal interaction with classmates and teachers.

Conferences between parents and staff members can be very helpful in promoting understanding of educational goals and objectives. These visits can resolve problems and misunderstandings that may arise, as well as help students at home, and update parents regarding student progress. Scheduled conferences are held near the end of the first and third grading periods each year. Additional conferences will be arranged at the request of either parents or teachers. Parents are encouraged to confer with staff members.

**All visitors to Baker Elementary School are required to sign in with office personnel upon entering the building.**

## ***Critical Incident Procedures***

In the event of a safety/security threat inside or outside the building, the Fort Morgan Police Department has assisted the school in establishing safety procedures. Students will be taken to secure areas until the school office is notified by the police department that everything is safe. In the event of a safety or security threat, please do not call the school or attempt to pick up your children.

## ***Code of Conduct***

Building administrators may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

1. Participation in gang-related behavior.
2. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.

3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury to another person except in self-defense.
5. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of an act which would be third degree assault.  
Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of district policy or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Violation of the district's policy on sexual harassment.
11. Throwing objects, outside of supervised school activities, that can cause bodily injury or damage property.
12. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
13. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that cause disruption of the school program or provoke violence.
14. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
15. Lying or giving false information, either verbally or in writing, to a school employee.
16. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
17. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
18. Behavior while in any school, on school grounds, in a school vehicle or during any school-sponsored activity which is detrimental to the welfare, safety or morals of other students or school employees.
19. Repeated interference with the school's ability to provide positive, safe educational opportunities to other students.

### ***Commitments to Excellence***

Please see District Policy information in the back of the book.

### ***Daily Schedule***

***Our students' school day is from 7:45 a.m. to 3:30 p.m. Tuesday-Friday. The daily schedule is as follows:***

7:30	First Bell rings. Students waiting on the playpad report to classrooms Breakfast is served in classrooms
7.45	Second bell rings which is the Tardy Bell. Pledge to the flag and school motto recited.
3:30	Dismissal for students

Students should not arrive at school before 7:15 a.m.

### ***Discipline***

Because we believe it is important to maintain a non-threatening, safe learning environment, students will not be allowed to:

1. commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.
2. use any speech or commit any act that shows any interest in gangs or gang activity – this includes, but is not limited to:
  - a. soliciting others for membership in any gangs
  - b. requesting any person to pay for “protection” or otherwise intimidating or threatening any person
  - c. commit any illegal act or violation of school district policies
  - d. talk another person into hurting another classmate
3. carry or use any laser pointer or any other laser device
4. display any tattoos, brands and carvings on school property
5. display any body piercing while on school property or at school events. Exotic body piercing is considered to be piercing of any body part other than the ear. Pierced ears may be restricted if they become disruptive to the educational environment or a matter of safety.

### ***Dress Code***

All students are to wear clothing that is clean, safe, and in good repair. It should not detract or disrupt from the instructional procedure of the school. Clothing which bears inappropriate words or pictures is prohibited. Caps or hats are not to be worn in the building and may be confiscated. Clothing must cover all under garments completely, and must not be transparent. Shoes must be worn at all times in the classrooms and hallways. Shorts are recommended to have at least a 5 inch inseam. **Baker Elementary School** will become involved only if the above standards are not met. Clothes that are clearly PROHIBITED at **Baker Elementary School** are as follows:

1. Clothing that promotes gangs (such items include but are not limited to: bandannas, sagging pants, eight ball t-shirts, slogans such as East Side, West Side, Homies, and Homeboys).
2. Clothing that promotes drugs, alcohol, tobacco, sex, or inappropriate gestures.
3. Clothing that promotes violence, i.e. guns or death, South Park shirts, ICP shirts, etc.
4. Loose clothing such as basketball-type tank-tops, spaghetti strap tops or pants that sag down, please use belts; sweatpants, sleepwear, etc.
5. Clothing that exposes or reveals the torso area or low cut shorts or skirts.

6. Clothing with frayed, torn edges, i.e. cutoffs or sleeveless garments torn or cut.
7. Spandex or Lycra shorts.
8. Wearing sunglasses.
9. Clothes with holes or cut-outs or transparent clothing that reveals undergarments.
10. Wallet chains are not allowed. No chain-type jewelry is allowed.
11. Caps or hats, head coverings are not allowed to be worn inside the building.
12. Jewelry and accessories that include studded bracelets, collars, dog collars and chains.
13. Sleeveless tops that are snug around the shoulder and have at least a 3" wide shoulder strap is acceptable.
14. No pajamas, slippers or sleepwear.
15. Students will be asked to change or turn inside-out any clothing that is found to be offensive by an adult.
16. Students are not allowed to wear clothing with the intended design as outerwear such as jackets, coats, windbreakers and hooded sweatshirts, i.e. hoodies that are "oversized" athletic hoodies are not allowed in the classroom. Hoodies that are considered a part of an "outfit" are deemed permissible upon approval from teacher/administrator. Any clothing that can be used to hide contraband creates a safety hazard. Coates, sweaters, etc., are to be kept in their lockers. If students are cold, sweaters and/or crew neck sweatshirts can be worn.

### ***Dropping Off/Picking Up Students***

Please drop the students off on the playground side (north side) of the building. Students who arrive on early buses will be supervised by school personnel. Students should not arrive at school before 7:15 a.m. If a student must arrive early due to special circumstances, parents are asked to contact the school. Students will enter through the north and south entrance doors. In case of inclement weather the gym doors will be open.

### ***Electronic Devices***

**Ipods**,MP3 players, pagers, games, laser pointers and other electronic equipment are NOT recommended at school, this includes field trips also. Cell phones – while cell phones are sometimes needed for safety concerns, cell phones need to be kept in lockers or back packs and are to be turned off. Cell phones and MP3 players are not to be used during school hours or on school grounds. Staff members are to confiscate prohibited equipment. The first time a student has had electronic equipment confiscated it will be returned at the end of the day. The second infraction will lead to the equipment being returned only to a parent/guardian. If a third infraction of this rule occurs, the school will retain the equipment for the remainder of the year or until the student withdraws from Baker Elementary School. If an appropriate educational need exists for a student(s) to bring such electronic device to school, the student must receive advance administrative approval. Such devices are easy to lose, damage, or have stolen. BAKER ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.

### ***Emergencies and Drills***

Regular emergency drills are required by law and are an important safety precaution. It is essential that when the fire alarm sounds or the alarm for the tornado drill sounds, the students obey promptly and listen to their teachers for the procedure they need to follow.

## ***Emergency Contacts***

At registration, school personnel will ask you to provide the names and phone numbers of emergency contact people. We will need for you to provide two emergency contact people other than parents, so that we will be able to reach someone in case of an emergency. If a student's emergency contact information changes during the school year, parents need to contact the school office with the new contact information.

## ***English Language Learner Programming***

Morgan County School District RE-3 serves the needs of many second—language learners. All elementary buildings provide the services of an ELL teacher along with support from one or more teacher assistants.

Students may qualify for ELL programming if their Home Language Questionnaire indicates a Primary Home Language Other Than English (PHLOTE). Such students are evaluated to determine language proficiency (oral, reading, listening, and writing). Instructional programming is then designed to support the student's language proficiency level. Instructional services may include "pull-out" support during which time students participate in small group instruction with the ELL teacher. Sheltered instruction in the regular classroom is another means of serving English Language Learners whose needs are better served in this fashion. All instruction is conducted in English with translation support as needed and appropriate. Depending upon intensity of need, some students receive support from a teacher assistant during content area instruction.

Staff in all buildings is provided information from the ELL teachers outlining each ELL student's language profile and teaching strategies appropriate for English language instruction. Extended learning opportunities are also available at all buildings which may include tutoring; supplemental and intervention instruction throughout the regular day; and/or summer school.

## ***Fighting***

Fighting is inappropriate in the school setting. If a student is involved in a fight with the intent to physically harm another, he/she may be suspended from school for up to three days. If students are fighting, "**we were only playing**" will not be allowed as an excuse by students. Multiple days of out-of-school suspension may be assigned as discipline. Students who encourage fighting by other students will be assigned the same level of discipline as the students who fight.

## ***Gang Behavior***

Gangs are a public perception and real danger to schools. Baker Elementary School has the following guidelines.

Once a student has been identified with gang behavior, actions or items they will meet with administration. A "cease and desist" form will be completed and sent home. A second offense will result in a minimum of 3 days suspension from Baker Elementary School. Any gang type behavior beyond the second warning will result in a 5 day suspension with a mandatory hearing with the Superintendent of schools.

## ***Health Services***

If a student should become ill or injured at school, he/she is to report to the nurse's office after informing the teacher. Students must not leave the building without authorization because of illness. If deemed necessary, the parents will be notified.

## ***Holiday Celebrations***

The two holidays observed at Baker Elementary School are Halloween and Valentine's Day. Participation is voluntary. Students should get teacher permission before bringing treats for a special occasion.

Treats brought from home, must be store bought, individually wrapped items are preferred. Alternative activities will be provided for those students whose parents wish for them not to participate in these events.

## ***Homework***

Homework is assigned when individual or class needs can best be met through its use. Doing homework promptly and completely teaches responsibility. Such assignments might include:

- Work which completes daily assignments or long-term projects.
- Assignments to encourage students to pursue individual interests or to develop specific abilities.
- Additional assignments designed to help students work up to their abilities.
- Make up work due to absence. (It is the student's responsibility to obtain missed work.)

## ***Immunization of Students***

Please see District Policy information in the back of the book.

## ***Internet Usage***

Please see District Policy information in the back of the book.

## ***In-School Suspension***

In-school suspension is the temporary exclusion of a student from the classroom and all school activities. During the period of his/her suspension, the student is not allowed to participate in any school activities, school functions, or participate in the regular classroom. During the school day, the student will be detained in the office.

## ***Insurance***

Student insurance is optional. Insurance is available that covers students from the time they leave home to their return home during the school year, or a more expensive policy covers the students 24 hours a day year round. Please contact the school office if you would like more information.

## ***Leaving School Grounds***

If a student must leave the campus anytime during school hours, including lunch, the parent/guardian must go to the office and sign out the student. If a student does not sign out, regardless if the absence is excused by the parent/guardian, the absence will be counted as

unexcused. Parents are encouraged to sign students out during non-academic time (lunch or specials classes) whenever possible. It is the student's responsibility to check with teachers to get the work they will be missing.

### ***Legal Custody of Students***

A legal document is required to support any questions of custody between divorced or separated parents. Unless the principal is informed by court document, either natural parent is considered to have the right to request early dismissal of a student, access to school records, and other parental rights. **Parents are responsible for providing Baker Elementary School with the latest court documents relating to parental custody of the student and/or other guardians.**

### ***Library Media***

Our library media program offers a rich collection of award-winning books, videos, CD-ROMs, magazines, and other reference materials that support the curriculum and personal interests of the students. Emphasis is placed on helping our students to become information literate as well as instilling an appreciation for good books.

### ***Lost and Found***

Lost and Found articles are taken to the Lost and Found Box, smaller items to the school office. Students should check there periodically for lost items. Parents are asked to please have clothing and other possessions labeled to avoid delay in their return. All lost and found items are turned over monthly and annually to a charity.

### ***Lost Children Procedure***

#### **LOST/MISSING CHILDREN FROM THE PREMISES:**

The plan of action includes the following:

- A. The staff member in charge of the missing child will immediately notify the office.
- B. Staff not supervising children will immediately do a quick check of the premises.
- C. The parents/guardians of the child will immediately be notified.
- D. Prompt action will be taken to notify the local authorities (police, etc.).
- E. The District Administration Office will be notified.
- F. The Department of Human Services will be notified.

#### **LOST/MISSING CHILDREN WHILE ON A FIELD TRIP:**

The plan of action includes the following:

- A. The group leader will notify the supervisor in charge and a staff member not supervising children will do a quick check of the premises.
- B. The supervisor will immediately contact the local authorities (tour guides, security guards, etc.) to help locate the child.
- C. The supervisor will next confirm the safety of the rest of the children.
- D. The supervisor will notify the school so parents/guardians and the District Administration Office can be informed to the situation.

### ***Lunch/Breakfast Program***

Please see District Policy information in the back of the book.



## ***Medical Restrictions***

If a student is restricted from participating in school activities for medical reasons, written notification from the physician must be provided by the parent/guardian. This will enable the school to follow the appropriate restrictions specified by the physician for the appropriate length of time.

## ***Medication Policy***

Please see District Policy information in the back of the book.

## ***Parents Right to Know***

Please see District Policy information in the back of the book.

## ***Parent Portal Instructions***

Please see District Policy information in the back of the book.

## ***Personal Belongings***

It is unwise for students to have extra money at school or **items of personal and sentimental value**. All designated school money collections are conducted the first thing in the morning. Excess money in the possession of students can create unnecessary problems. Radios, tape recorders, headsets, electronic games, pagers, cell phones, skateboards, roller blades, gum, balls and toys are not permitted at school. **The school is not responsible for the recovery of money or personal items which do not belong at school.**

## ***Public Display of Affection***

Public display of affection such as hugging, holding hands and kissing, etc., are not allowed on school grounds.

## ***Retention Policy***

Please see District Policy information in the back of the book.

## ***Riding the Bus***

Students are to ride only on their assigned bus. If they are not to ride the bus on a given day, please phone the office with this information before 2:30 p.m. Only students assigned to buses may ride them, unless an exception has been approved by the transportation director.

Students and parents are reminded that riding the bus is a privilege. Students who choose to behave poorly on the bus are a safety hazard to the other students on the bus and may lose their bus-riding privilege for a period of time. To make behavior expectations more clear, the following guidelines are in place:

1. Pupils shall board the bus without crowding or pushing, and shall remain seated while the bus is in motion.
2. Pupils shall not extend arms, legs, or head out the bus windows.
3. Pupils shall not talk to the driver while the bus is in motion except in an emergency. At all other times, voices should remain at a conversational level.

4. Pupils will not tamper with the emergency doors or any part of the bus equipment nor shall windows be opened except when permitted by the bus driver.
5. Pupils shall not deface the bus or its equipment.
6. Pupils shall not fight or scuffle on the bus or throw objects from the window.
7. Pupils will keep books, lunchboxes, and similar objects out of the aisle of the bus and there will be no eating on the bus.
8. Pupils must remain seated until the bus has come to a complete stop.
9. Pupils shall leave the bus in an orderly manner.
10. Pupils are expected to be at assigned bus stops at the scheduled time and are not to be picked up or discharged at any other stop.

### ***Right to Searches***

The principal or his/her designee may search a student or a student's personal possessions on school grounds or during a school activity held off school premises if there is reasonable cause for believing that the student is concealing materials the possession of which is prohibited by Board policy or which are otherwise detrimental to the health, safety or welfare of other students or school personnel.

Regarding searches:

- Searches shall be made in the presence of an adult witness of the same sex as the student in question.
- Searches of the person of a student shall be limited to:
  - Searches of pockets, including the student's exterior clothing.
  - Any object in the possession of the student, including but not limited to a purse, briefcase, backpack, or coat.
  - No strip search can be carried out by any employee.
- Student desks, lockers, etc... can be searched when the person conducting the search has reasonable suspicion.
- Anything found during such a search which is dangerous to others or prohibited at the school shall be seized by school personnel. At this point it can be used as evidence in a suspension or expulsion hearing, or it may be turned over to law enforcement personnel.

### ***School Administration***

The **principal** is always available to hear student, parent, or community concerns. We believe that seeing the principal is positive. One reason students come to the principal's office is to receive a "Pat on the Back", recognition for a job well done.

### ***School Counselor***

Guidance services are available for all students. This includes assistance with educational planning, career information, study skills, help with home, school and/or social concerns, or any questions that you would like to discuss.

### ***School/Parent Policy Compact (Title 1)***

Please see District Policy information in the back of the book.

## ***Skateboards***

Skateboards are not permitted on school grounds.

## ***Special Education***

Programs are provided for children with special needs, as provided by the IDEA (Individual w/disability Education Act). Parents or teachers may refer students for evaluation to determine whether the child's needs are sufficient to qualify for placement in these special programs. Parent permission is required for such placement. Services available include: speech therapy, resource room, hearing, vision, and physical therapy.

## ***Strangers***

Parents are encouraged to tell their child(ren) not to talk to or take things (including rides) from people they do not know. Encourage your child to report to parents and/or teachers anyone who attempts to talk to them, follow them, or offer rides or "goodies" of some kind. Please also tell your children to yell and run if anyone they don't know tries to touch them.

Instruct your child to:

1. Never accept rides or gifts from strangers.
2. Always report to a teacher, police officer, bus driver, or parent any strangers seen loitering on foot or in a car near schools, playgrounds, or other places where children gather.
3. Always try to secure the license number of the car. Write it down or scratch it on the road with a stick or on the sidewalk with a stone.
4. Seek help from a Helping Hand Home or a police officer.

You may want to remind your child and check periodically to see if he/she:

1. Takes the most direct route to and from school.
2. Goes immediately home after dismissed from school.
3. Obeys traffic and safety regulations established for both walking and bicycle riding.
4. Use crosswalks.

## ***Student Lockers***

Lockers are provided for the storage of student's books and other equipment needed in school; no radios, stereos, etc., are to be kept in the lockers. In order to ensure protection of your property it is necessary that the student must keep his/her locker combination private. Each student is responsible for the care of the locker assigned to him or her. Students may not keep their belongings in any other locker. Valuables should not be left in lockers! The school is not responsible for lost or stolen items. Lockers are leased by the student and are the property of the school. Lockers may be subject to examination by school personnel at any time. Damage to lockers will be reimbursed to the school as such occurs or at the end of the school. Please, no rolling backpacks, as they do not fit into the lockers.

The school personnel recommend students periodically clean their lockers to eliminate excess attire and papers.

## ***Student Record***

The school record is a legal document. In order to ensure the integrity of Baker Elementary School records, correct and legal information must be used. The name on the school record is to match the name on the bona fide birth certificate.

## ***Student Textbooks/School Property***

When cases of misuse or mistreatment of books occur, students will be assessed a fine. Students are to pay replacement costs for lost books. We urge students to exercise care in handling their books. We recommend that all textbooks are to be covered with paper.

Please contact the office regarding the loss of textbooks, library books, workbooks, musical instruments, music or other items belonging to the school. A replacement fee will be charged, if lost. In the event of damaged property, a repair fee may be required

## ***Students with Food Allergies***

Please see District Policy information in the back of the book.

## ***Substance Policy***

Please see District Policy information in the back of the book.

## ***Substitute Teachers***

Substitute teachers are to be treated with the same respect as your regular classroom teacher. Any student who doesn't treat a substitute with respect will earn a discipline referral.

## ***Suggestions to Parents***

Parents play a very important role in making the school experience a successful one. A few suggestions for all school children are:

1. Encourage your child to go to bed early and get plenty of rest.
2. Encourage your child to eat a good breakfast before coming to school.
3. Encourage your child to respect the rights and property of others.
4. Encourage your child to be thoughtful of others.
5. Encourage your child to take and accept responsibility.
6. Demonstrate to your children that you value the importance of a good education.
7. Read -- to your child, and with your child. Model that you value reading.
8. Be an active, involved parent — showing your child that you care.

## ***Suspension/Expulsion from School***

Please see District Policy information in the back of the book.

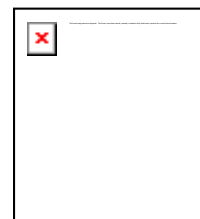
## ***Tardy Policy***

Please see District Policy information in the back of the book.

## ***Testing Information***

There will be a variety of assessments given. Some will be required by the school and others will be set up as district wide assessments, and we also will do state testing. In each case, it is our desire that the assessments will provide meaningful data that can be used to evaluate instructional practices and as well as making sure that the curriculum is tied to state standards.

State Testing: The state of Colorado requires grades 3-10<sup>th</sup> testing in the areas of math, reading, writing, social studies and science, depending on the grade level. The PARCC (Partnership for Assessment of Readiness for College and Careers) and CMAS (Colorado Measures of Academic Success) tests will be scheduled and parents will receive notification of exact testing dates. Make-ups will be scheduled as necessary within the window allotted for testing to take place.



It is important for students, parents/guardians, and teachers to mark these dates down and make sure that your child(ren) is present for the test and to give the best effort possible. We ask that you make appointments, vacations, etc based around these dates. These dates are listed on the school calendar on the district website.

## ***Truancy***

According to Colorado law, a child who has attained the age of six years and is under the age of seventeen years must be enrolled in school. A child within this age range who has four unexcused absences from a public school in any one month or ten unexcused absences from public school during any school year will be considered habitually truant. Students who fall into this category may be turned over to the District's legal counsel for subsequent consequences. This law is referred to as the Colorado Compulsory School Attendance Law.

A student shall be considered truant when absent without a parent/guardian excuse, signed or verbal, or if the student leaves school or a class without permission from the teacher or administrator in charge.

## ***Unacceptable Actions Policy***

This policy refers to behavior that is unacceptable under all circumstances at school or school activities and which will result in disciplinary action. As part of the Safe Schools Act, it is critical that our students and staff feel safe at school. No verbal or physical threats towards students or staff will be tolerated at Baker Elementary School. Some examples of a verbal or physical threat are a student saying to a classmate that they are "going to kill them", or pretending that they are shooting or stabbing someone. These examples are considered to be serious threats, and may result in suspension or expulsion from school. Any student who is threatened in this manner is encouraged to report the threat to a school adult immediately.

## ***Use of Facility***

Student groups may use the building or individuals only when approved adult or faculty sponsors are present. Other rules for building use are:

1. All events scheduled for after school hours must be approved through the school principal's office.
2. Events will be scheduled on a first come, first serve basis.

3. No activities of any type will be scheduled for Wednesday after 6:00 p.m.
4. Cleaning the premises following activities is to be completed right after the activity ends and is the responsibility of the group responsible.

### ***Vandalism***

Vandalism to Baker Elementary School is intolerable. Perpetrators will be prosecuted. When there is any destruction of school property/equipment, the individual(s) will pay for all damages and be suspended from school.

### ***Visitors***

Students may have parents or guardians visit with them during the school day. Local and visiting young friends or relatives will not be allowed to attend school with Baker Elementary School students.

All building visitors are required to register in the main office to sign in and to receive their visitor pass. Visitors must have administrative approval before permission is given to attend classrooms and/or class activities. Parents or guardians may take students off campus for various reasons. Parents or guardians are requested to schedule off campus appointments during student's lunchtime or during "special" classes, or before or after school or days off from school.

### ***Weapons in School***

Please see District Policy information in the back of the book.

### ***Web Site***

The Fort Morgan School District RE-3 website can be found at [www.morgan.k12.co.us](http://www.morgan.k12.co.us). You may find helpful information out about what's for lunch to what sporting events are going on.