



**Edgewater Elementary School**  
**5570 W 24th Ave, Edgewater, CO 80214**  
**Office: 303-982-6050**  
**Fax: 303-982-6044**

**Website: <http://edgewater.jeffcopublicschools.org/>**  
**#SiSePuede!**

**Family Handbook**  
**2024-2025**  
**OUR MISSION**

*To be revised during the 24-25 school year*

**OUR NORMS**  
**Respectful**  
**Responsible**  
**Safe**

Welcome to the 2024-2025 school year. At Edgewater, we are focused on the academic, social and emotional growth of each student. Working as a high performing team, the Edgewater staff strives for excellence in partnership with parents, students and community. ***This handbook contains basic guidelines related to school and district policies and procedures to assist the Edgewater team in becoming a high performance team.***

Office Hours: 8:00am-4:00pm School Hours: 8:30am-3:30pm	Marcella D’Orazio, Principal Rosa Resendiz, Assistant Principal
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**Edgewater Elementary School**  
**Forms of communication: Families to School**

	Contact
<b>Attendance, Tardiness, Registration</b>	Miguel Avila 303-982-6050 <a href="mailto:Miguel.Avila@jeffco.k12.co.us">Miguel.Avila@jeffco.k12.co.us</a>
<b>Student Fees</b>	Adriana Rhodebeck 303-982-6050 <a href="mailto:Adriana.Rhodebeck@jeffco.k12.co.us">Adriana.Rhodebeck@jeffco.k12.co.us</a>
<b>Clinic</b>	Michaela Sponsel 303-982-6050 <a href="mailto:Michaela.Sponsel@jeffco.k12.co.us">Michaela.Sponsel@jeffco.k12.co.us</a>

<b>Student Discipline</b>	For behavior concerns in the classroom, please contact the <b>classroom teacher first</b> .
<b>Family Resources</b>	Ana Contreras 303-982-6050 <a href="mailto:Ana.ContrerasDeperez@jeffco.k12.co.us">Ana.ContrerasDeperez@jeffco.k12.co.us</a> <ul style="list-style-type: none"> <li>● School Supplies Needs</li> <li>● Student Clothing Needs</li> <li>● Housing Needs</li> <li>● Food Needs</li> </ul>
<b>General Classroom Information</b>	Classroom Teacher Go to our school's website & look under the <u>classrooms</u> tab. <a href="https://edgewater.jeffcopublicschools.org/home">https://edgewater.jeffcopublicschools.org/home</a>
<b>Library/School Technology</b>	Rachel McKenzie 303-982-6037 <a href="mailto:Rachel.McKenzie@jeffco.k12.co.us">Rachel.McKenzie@jeffco.k12.co.us</a>
<b>Cafeteria Manager</b>	Martha Ramirez 303-982-6050 <a href="mailto:Martha.Ramirez@jeffco.k12.co.us">Martha.Ramirez@jeffco.k12.co.us</a>
<b>School Staff Voicemail &amp; Email Addresses</b>	Go to our school's website & look under <u>Our School</u> tab for our Staff list <a href="https://edgewater.jeffcopublicschools.org/home">https://edgewater.jeffcopublicschools.org/home</a>
<b>Other Information</b>	Front Office 303-982-6050

### Forms of communication: School to Families

<b>Event</b>	<b>Process</b>	<b>Content</b>
<b>School Website</b>	<ul style="list-style-type: none"> <li>● Updated on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>● School hours</li> <li>● Staff information</li> <li>● Upcoming events</li> <li>● Newsletters</li> <li>● Links to District Information</li> <li>● Family Portal</li> <li>● Lunch menus</li> <li>● Clubs and programs</li> <li>● Resources</li> </ul>
<b>Facebook and Instagram</b>	<ul style="list-style-type: none"> <li>● Updated regularly</li> </ul>	<ul style="list-style-type: none"> <li>● Reminders</li> <li>● Celebrations</li> <li>● Events</li> </ul>
<b>Monthly Newsletter</b>	<ul style="list-style-type: none"> <li>● School newsletter will go home the last Friday of</li> </ul>	<ul style="list-style-type: none"> <li>● Calendar</li> <li>● SAC &amp; PTA updates</li> </ul>

	every month in student Friday Folders.	<ul style="list-style-type: none"> <li>• Letter from Admin.</li> <li>• News from classroom teachers</li> <li>• News from other staff</li> <li>• Community Liaison</li> </ul>
<b>School Messenger</b>	<ul style="list-style-type: none"> <li>• These are automated phone calls and emails with important information that the school sends out.</li> <li>• These calls and emails are sent out on Sunday evenings, between 6:00-7:00 pm.</li> <li>• Other calls and emails are sent at other times before important events as a reminder.</li> </ul>	<ul style="list-style-type: none"> <li>• No school</li> <li>• Modified Assessment Days</li> <li>• Parent Teacher Conferences</li> <li>• Upcoming events</li> <li>• PTA/FLT/Parent University reminders</li> <li>• Friday Folder information</li> </ul>
<b>Class Dojo</b>	<ul style="list-style-type: none"> <li>• This is the school-wide mode of communication used by teachers to communicate with classroom families and individual families.</li> </ul>	<ul style="list-style-type: none"> <li>• Academic performance</li> <li>• Social/Emotional</li> <li>• Health</li> <li>• Behavior</li> <li>• Celebrations</li> <li>• Conference/Testing Links</li> </ul>
<b>Emails</b>	<ul style="list-style-type: none"> <li>• School staff will communicate with individual families if this is their preferred method of communication about their child.</li> </ul>	<ul style="list-style-type: none"> <li>• Academic performance</li> <li>• Social/Emotional</li> <li>• Health</li> <li>• Behavior</li> <li>• Celebrations</li> </ul>
<b>Marquee</b>	<ul style="list-style-type: none"> <li>• Will be updated regularly</li> </ul>	<ul style="list-style-type: none"> <li>• School events</li> <li>• Parent Teacher Conferences</li> <li>• Holidays</li> <li>• Release Days</li> </ul>

## ARRIVAL AND DISMISSAL

<b>8:00am</b> <b>8:30am</b> <b>8:35am</b> <b>3:30pm</b>	<b>Breakfast &amp; Supervision</b> <b>First Bell</b> <b>Tardy bell rings</b> <b>Students are dismissed</b>										
<b>Students eating breakfast</b>	<ul style="list-style-type: none"> <li>● Students who eat breakfast go to the cafeteria, where there will be supervision.</li> <li>● Families may drop these students off on the west side of the building on Depew St.</li> </ul>										
<b>Students NOT eating breakfast</b>	<ul style="list-style-type: none"> <li>● If your child is not eating breakfast, we ask you to drop them off in the northeast parking lot near the playground.</li> <li>● They will enter the building through the glass doors.</li> <li>● They will line up by class in the gym or Hallway A, where there will be supervision.</li> </ul>										
<b>Morning line up, all students</b>	<ul style="list-style-type: none"> <li>● 3rd-6th grade students will line up for class in the gym by 8:30 when the first bell rings.</li> <li>● K-2nd grade students will line up for class in Hallway A by 8:30 when the first bell rings.</li> </ul>										
<b>Dismissal Locations</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><b>Kindergarten</b></td> <td style="padding: 5px;">Family members go to the west side of the building on Depew St.</td> </tr> <tr> <td style="padding: 5px;"><b>1st grade</b></td> <td style="padding: 5px;">Doors on the west side along Depew St.</td> </tr> <tr> <td style="padding: 5px;"><b>2nd grade</b></td> <td style="padding: 5px;">South East doors (near green house steps)</td> </tr> <tr> <td style="padding: 5px;"><b>3rd &amp; 4th grades</b></td> <td style="padding: 5px;">Atrium Doors (east side near parking lot)</td> </tr> <tr> <td style="padding: 5px;"><b>5th &amp; 6th grade</b></td> <td style="padding: 5px;">North East Doors (near parking lot) (new main entrance)</td> </tr> </table> <ul style="list-style-type: none"> <li>● Students are not allowed to play in the front of the school or on the playground while students are being dismissed or waiting to be picked up.</li> <li>● After school all students must go directly home, to School Age Enrichment (before and after school care), or to the cafeteria where they are picked up for their designated club.</li> <li>● Students are not to stay after school to play on the playground, unless they are accompanied by a parent or guardian. We do not provide playground supervision after dismissal.</li> </ul>	<b>Kindergarten</b>	Family members go to the west side of the building on Depew St.	<b>1st grade</b>	Doors on the west side along Depew St.	<b>2nd grade</b>	South East doors (near green house steps)	<b>3rd &amp; 4th grades</b>	Atrium Doors (east side near parking lot)	<b>5th &amp; 6th grade</b>	North East Doors (near parking lot) (new main entrance)
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<p><b>Parking Safety Guidelines</b></p>	<ul style="list-style-type: none"> <li>● Drivers must observe all traffic signs, and designated appropriate places to load and unload students.</li> <li>● <b>NEVER</b> park in the following areas: <ul style="list-style-type: none"> <li>○ Emergency lanes</li> <li>○ No parking zones</li> <li>○ Driveways, including the yellow curbs</li> </ul> </li> <li>● Students should be dropped off in the “Hug &amp; Go Lane” on the perimeter of the parking lot and in front of school.</li> <li>● <b>Under no circumstances should students walk through the parking lot without an adult, cross in the middle of Depew St. or 24th Ave, or walk between cars, to ensure their safety.</b></li> </ul>
<p><b>Parent/guardian request for early dismissal</b></p>	<ul style="list-style-type: none"> <li>● Students may only be dismissed early at the request of a parent or guardian.</li> <li>● Students must be checked out through the front office.</li> <li>● Front office staff will call the classroom and the student will come to the office.</li> <li>● Students will not leave class before the parent/guardian arrives at school.</li> <li>● Limit the number of requests for early dismissal to emergencies or appointments only.</li> </ul>

**Before and After School Care**

<p><b>Before and After School Care</b></p>	<ul style="list-style-type: none"> <li>● If you need before and after school child care, contact Paula Garner, Director of <b>School Age Enrichment</b> for Edgewater at <a href="mailto:paula.garner@jeffco.k12.co.us">paula.garner@jeffco.k12.co.us</a></li> </ul>
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**ATTENDANCE and TARDINESS**

Attendance is the responsibility of the parents/guardians and the school.

<p><b>Notification of Student Absence</b></p>	<ul style="list-style-type: none"> <li>● Call or email the office the night before or by 8:30am the day of the absence at 303-982-6050 or (email) to excuse the absence.</li> <li>● If you do not call or email the office the night before or by 8:30am, absence will be counted as <b>UNEXCUSED</b>, according to Jeffco District Policy.</li> <li>● When the school does not receive prior notification, it is the policy of the district that school personnel will notify parents of the student's absence.</li> </ul>
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	<ul style="list-style-type: none"> <li>● If your child has 4 or more absences, you may be required to provide a doctor's note to excuse the absences, according to Jeffco District Policy.</li> </ul>
<p><b>Definitions Of Excused And Unexcused Absences</b></p>	<p><b>Excused Absence</b></p> <ul style="list-style-type: none"> <li>● A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.</li> <li>● Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.</li> <li>● A student who is absent for an extended period due to physical, mental, or emotional disability.</li> <li>● Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.</li> <li>● A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.</li> <li>● A student who is visiting a parent or guardian who is an active duty member of the uniformed services and has been called to duty, is on leave from, or immediately returning from deployment to a combat zone or combat support posting.</li> </ul> <p><b>Unexcused Absence:</b></p> <ul style="list-style-type: none"> <li>● Absences that are not excused as defined above.</li> <li>● Extended leave of 3 or more days from school without prior approval from the principal.</li> <li>● Any absence where documentation was required in order to be excused that was not properly documented.</li> </ul>
<p><b>Half-Day Absences</b></p>	<p>According to Jeffco District Policy:</p> <ul style="list-style-type: none"> <li>● Students who arrive after 10:00 am will be marked as absent for the morning period.</li> <li>● Students who are picked up before 1:30 pm will be marked as absent for the afternoon period.</li> </ul>
<p><b>Pre-arranged Absences for 3 or More Consecutive Days</b></p>	<ul style="list-style-type: none"> <li>● In order for an extended absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences; or, 3) has four or fewer excused absences in a semester or seven or fewer in a school year.</li> </ul>

	<ul style="list-style-type: none"> <li>• This form must be submitted at least three days prior to the scheduled absence,</li> <li>• Families must communicate with the classroom teacher about making up student work, as well.</li> <li>• Forms are located in the office.</li> <li>• Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, will be withdrawn and families will have to re- register their child.</li> </ul>
<b>Truancy</b>	<ul style="list-style-type: none"> <li>• <b>An Attendance Plan</b> may be established for those students deemed to have <b>4 unexcused absences in a month, or 10 unexcused absences in a year.</b></li> <li>• This plan will be written with input from the student, the parent, and the school's attendance committee. The plan is designed to improve student attendance before a court hearing is mandated.</li> </ul>
<b>Make-Up Work</b>	<ul style="list-style-type: none"> <li>• It is essential that students absent from school make up any missed work.</li> <li>• It is the responsibility of the student and family to initiate requests for make-up work from the teacher on the day the student returns to class from any absence.</li> </ul>
<b>Tardiness</b>	<ul style="list-style-type: none"> <li>• Students who arrive after <b>8:30 am</b> will be counted as tardy.</li> <li>• <b><u>Students must</u></b> come to the office for a tardy slip before being admitted to class.</li> </ul>

### STUDENT HEALTH AND MEDICATION

<b>Health Information</b>	<ul style="list-style-type: none"> <li>• If your child has a medical condition that we need to know about, please contact the Health Aide or area nurse. In certain cases students will have an Individual Health Care Plan.</li> <li>• If your child is vomiting, has diarrhea or a fever, do not send them to school.</li> <li>• If a child becomes ill or injured at school, he/she will be cared for temporarily, and parents will be notified to pick up the child.</li> </ul>
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<p><b>Medications</b></p>	<ul style="list-style-type: none"> <li>● Parents must provide a medication order signed by their healthcare provider if their student has a condition that requires the administration of any medication (prescription or non-prescription, including Tylenol).</li> <li>● Parents will provide the medication along with the appropriately signed medication form.</li> <li>● Once received, a nurse may delegate administration of either a prescription or over-the-counter medication, based on the health care provider's order.</li> <li>● The form for administering medication (prescription and non-prescription) to students must be updated each year.</li> <li>● At the end of each school year, parents must come to the school clinic to pick up any medications that were sent throughout the year. This is especially important for prescriptions. If medications are not claimed by the last day of school, the medicines will be destroyed according to District guidelines.</li> </ul>
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**INCLEMENT WEATHER**

[https://jeffcopublicschools.org/about/calendars/closures\\_remote\\_learning\\_days\\_delayed\\_start](https://jeffcopublicschools.org/about/calendars/closures_remote_learning_days_delayed_start)

**TWO-HOUR DELAYED START**

Two-hour delay will only be used during extreme circumstances of inclement weather

- **Families and staff will be notified by the district by 6:00 a.m. through a district robocall and email**
- School starts 2 hours later than the regular start time of your school - **EDGEWATER STUDENTS START SCHOOL AT 10:30 AM.** We will try our best to answer phones by 7:45am. It will all depend on the road conditions.
- Limited staff will be available at school for working families who cannot make alternate arrangements
- Due to the late arrival, breakfast will NOT be provided. Lunch schedules will remain the same
- School ends at the normal time
- Tardies/absences will be excused if school is notified by family



- Missed school work should be provided and accepted under the same policy as applies to regular absences

### SEE 2-HOUR DELAY - WHAT TO EXPECT

## SNOW DAY

- Closures related to weather that last one day will be treated as a snow day.
- The determination to cancel school for an entire day will happen as early as possible.
- Families and staff will be directly notified by 6:00 a.m.

## INICIO DEMORADO DE DOS HORAS

### Para todo el mundo

- El retraso de dos horas sólo se utilizará en circunstancias extremas de mal tiempo
- Las familias serán notificadas a las 6:00 a.m.
- La escuela comienza 2 horas más tarde que la hora de inicio regular de su escuela
- La escuela termina a la hora normal.
- Los autobuses salen 2 horas más tarde de lo normal por la mañana.
- Las tardanzas/ausencias serán justificadas si la familia notifica a la escuela.
- Habrá personal limitado disponible en la escuela para las familias trabajadoras que no pueden hacer arreglos alternativos
- El trabajo escolar perdido debe proporcionarse y aceptarse bajo la misma política que se aplica a las ausencias regulares.

**¿Preguntas sobre el inicio retrasado de dos horas? Póngase en contacto con su escuela directamente.**

### VER RETRASO DE 2 HORAS - QUÉ ESPERAR

## DIA DE NIEVE

- Los cierres relacionados con el clima **que duran un día** se tratarán como un día de nieve.
- La determinación de cancelar la escuela por un día completo ocurrirá lo antes posible.
- Las familias y el personal serán notificados directamente a las 6:00 am

- Nuestros programas de aprendizaje remoto, Jeffco Virtual Academy y Jeffco Remote Learning Program, participarán en los días de nieve (sin asistencia).

### SCHOOL SAFETY

<p><b>Individual Student Emergencies</b></p>	<ul style="list-style-type: none"> <li>• In the event of an emergency, we will contact parents immediately.</li> <li>• Your online information allows us to contact you quickly and secure medical aid in the case of an emergency.</li> <li>• <b>We ask that all contacts are updated regularly through Jeffco Connect.</b></li> </ul>
<p><b>Arrival and Dismissal</b></p>	<ul style="list-style-type: none"> <li>• Students should come straight to school in the morning and <b>go directly home after school.</b></li> <li>• Students and families should always use crosswalks when crossing the streets.</li> <li>• Please refrain from cell phone use while driving to ensure student safety, always watch for students, and drive <b>SLOWLY!!</b></li> <li>• Observe all traffic signs and designated places to load and unload students.</li> <li>• <b>NEVER</b> park in the areas designated for emergency vehicles, as it is illegal.</li> <li>• Students should be dropped off in the “Hug &amp; Go Lane” on the perimeter of the parking lot and in front of school. <b>You will be ticketed if you leave your car unattended in the fire lane.</b></li> <li>• <b>Under no circumstances should students walk through the parking lot without an adult, cross in the middle of the street (Depew St or 24th Ave) or walk between cars, to ensure their safety.</b></li> </ul>
<p><b>Visitors</b> <b>HELP US KEEP OUR SCHOOL SAFE</b></p>	<ul style="list-style-type: none"> <li>• <b>All visitors must enter the building through the main entrance off the parking lot (northeast doors).</b></li> </ul>

- Visitors will be “buzzed” into the school via an intercom and TV monitoring system.
- Most visitors will communicate with office staff through a transaction window.
- Those needing to enter the building, will be buzzed through a second set of doors, and will enter the front office.
- **ALL VISITORS WHO PROCEED IN THE BUILDING PAST THE OFFICE MUST SIGN IN and get a visitor sticker to indicate to staff and students that you have checked in and that you have permission to be in the building.**
- All outside doors will remain locked during the school day.
- Staff and students have been instructed to call the office immediately when seeing individuals in our building without a badge or visitor pass.
- We understand that we know most of you; however, the overall safety of our students and staff requires that you help us with this process.
- Individuals who do not follow visitation procedures may be charged with trespassing. (Criminal Charges for Trespass 18-4-504).
- Please report any suspicious person or activity in or around the school or in the neighborhood.

**SAFE2TELL®**



- Safe2Tell® is designed to help students anonymously report any potentially threatening behavior that endangers them, their friends, family, or the community.
- To make a report, call 1-877-542-7233 from anywhere, 24 hours-a-day, seven days-a-week.
- You also may make a web-tip, or download the Safe2Tell® mobile app.

	<ul style="list-style-type: none"> <li>• For additional information, please refer to the Safe2Tell® website.</li> </ul>
<b>Fire Drills, Lockdown Drills, Evacuation Drills, Shelter in Place Drills</b>	<ul style="list-style-type: none"> <li>• In order to ensure the safety of our students, Jeffco requires that we practice emergency drills on a regular basis.</li> <li>• Fire drills are performed monthly to meet Federal and State standards.</li> <li>• There are five types of drills: <b>Hold, Secure, Lockdown, Evacuate, and Shelter.</b> <ul style="list-style-type: none"> <li>○ One of the emergency drills will be practiced each semester.</li> <li>○ If you are in the building during one of these drills, you must follow the drill along with the rest of the staff and students.</li> </ul> </li> <li>• Each Jeffco school has a School Response Team (S.R.T). They are the staff members responsible for leadership roles during an emergency.</li> <li>• Each member has completed the required FEMA course, passed the assessment, received training and information in their role, and have met to discuss emergency plans for the school year.</li> </ul>
<b>Dogs</b>	<ul style="list-style-type: none"> <li>• Dogs are not allowed on school grounds.</li> <li>• Please keep your dog on the periphery of the school grounds when dropping off or picking up your child.</li> </ul>

### **SCHOOL CULTURE**

We strive to create a school-wide restorative culture in regards to school discipline and student performance.

<b>Edgewater School Culture</b>	<ul style="list-style-type: none"> <li>• We create a safe, welcoming and effective learning environment, so all students can learn everyday. Our mission/vision statement is under revision.</li> </ul>
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	<ul style="list-style-type: none"> <li>● The school culture is supported by a foundation in the beliefs embodied in Restorative Practices.</li> <li>● Edgewater’s positive behavior system for proactively managing student behaviors promote Respect, Responsibility, and Safety. <ul style="list-style-type: none"> <li>○ Students earn rewards for positive behaviors, and restorative practices are used to refocus negative student behavior and learn from mistakes.</li> <li>○ The underlying philosophy is to take responsibility for one's own actions for both behavior and learning, leading to a mindset of growth and lifelong learning.</li> </ul> </li> </ul>
<p><b>Restorative Practices</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices (RP) in education empower students to resolve conflicts with the guidance and coaching of adults, prevent problems with proactive community building, and help students re-store their relationships when they have made mistakes.</li> <li>● It is a way to have genuine discussions, come to mutual understandings about events, and find ways to set things right when a harm has been caused.</li> <li>● It is a system that does not “do it for the student”, but has the students take responsibility for their actions and learn from their behaviors, so they can change behaviors that are challenging a healthy, safe, and welcoming school environment.</li> <li>● Restorative Practices involve proactive community circles, reflection conferences, conferences between students and students and staff, and always involve solutions and repairing relationships.</li> </ul>
<p><b>Reflection Questions</b></p>	<p>The typical process involves following four basic questions and seeks to understand what happened, what part everyone had in the events, and how things can be set right. It is a healing and learning process for students that</p>

	<p>builds character and mindfulness of one's own actions.</p> <ol style="list-style-type: none"> <li>1. What happened? (fact finding)</li> <li>2. How is this affecting you? Others? School environment?</li> <li>3. What part can you take responsibility for? (How did you contribute to the problem?)</li> <li>4. How can you fix this? (How can you set this right?) Solutions</li> </ol> <p>RP questions are included in Student Reflection Forms. These are completed by students when behavior in the classroom is disruptive and/or unsafe. Teachers are asked to give a couple of non-verbal warnings to students before they are sent to complete a reflection form.</p>
<p><b>Positive Behavior Support Practices (PBIS)</b></p>	<ul style="list-style-type: none"> <li>● <b>Tickets:</b> When students show positive behavior and make good choices, they receive tickets as a reward to reinforce this behavior. Students can trade their tickets for prizes and privileges.</li> <li>● <b>Owlies:</b> Owlies are given to students by any adult in the building that observes behavior that goes above and beyond the school rules, such as helping a student who just fell down, picking up backpacks that are scattered on the floor, and so on. Owlies are submitted for weekly drawings.</li> </ul>
<p><b>Second Step Prevention Program PreK-6th</b></p>	<ul style="list-style-type: none"> <li>● The Second Step Program is instrumental in strengthening the social-emotional skills of kids around the world and helping them reach their full potential.</li> <li>● This program has been shown to increase students' use of social/emotional skills.</li> <li>● Lessons are taught weekly in each classroom.</li> </ul>

## STUDENT CONDUCT

Per Jeffco District Code of Conduct:

All students have the right to access quality public education. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Members of the school community, students, families, and school staff have the responsibility to promote regular attendance at school; facilitate orderly conduct

and behavior; ensure freedom from fear of insult, harassment, or injury; and provide maximum opportunities for learning for each student.

<p><b>Jeffco Code of Conduct</b></p>	<p>It is important that parents and students abide by the following rules while coming to school, while at school, and when leaving school:</p> <ul style="list-style-type: none"> <li>● Please review the Jeffco’s <a href="#">Code of Conduct</a></li> <li>● When needed, review rules about being disruptive, harassment, endangering the safety of another person and weapons.</li> <li>● Even “toy” or look-alike weapons are <b>NOT</b> to be brought to school under any circumstances.</li> </ul>
<p><b>Edgewater’s Behavior Management System</b></p>	<p>Edgewater staff implements Jeffco’s Behavior Management System that includes interventions and consequences for student behavior. This progression also aligns with District Code of Conduct guidelines. The following information can be accessed at our website at <a href="http://edgewater.jeffcopublicschools.org/">http://edgewater.jeffcopublicschools.org/</a> (This system is currently being updated based on new district discipline matrix.)</p> <p><a href="#">Public Jeffco Discipline Matrix (English)</a>  <a href="#">Public Jeffco Discipline Matrix (Spanish)</a>  <a href="#">Edgewater School-wide Behavior Matrix</a>  <a href="#">Edgewater School-wide Behavior Matrix (Spanish)</a></p>

**DRESS CODE**

<p><b>Dress Code</b></p>	<p>Responsibility for the dress and appearance of students generally rests with individual students and their parents/guardians. Students may wish to express themselves by the manner of their dress and appearance; however, students shall not wear clothing that is or may be disruptive to the educational environment.</p> <p><b>Minor Dress Code Violations</b></p> <ul style="list-style-type: none"> <li>● Clothing with violent imagery or words</li> <li>● Clothing with words or imagery related to drugs or alcohol</li> </ul>
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	<b>Major Dress Code Violations</b>
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- Gang related apparel
- Repeated minor dress code violations

**FAMILY INVOLVEMENT AND ENGAGEMENT OPPORTUNITIES**

*We are a proud inclusive and diverse school community, and strive to create partnerships with all our families.*

<b>Parent Teacher Association (P.T.A.)</b>	Edgewater Elementary has an active Parent Teacher Association. Membership in P.T.A. is available to all parents and staff. Parents are strongly encouraged to join P.T.A. and participate in one or more activities during the school year. Parents who are involved with PTA will have a better understanding of how the school functions. It is an easy way to meet parents and teachers and participate in the school decision-making process. P.T.A. sponsors Edgewater Elementary service projects, fundraisers, and activities. It encourages parent support in volunteering time for projects that may interest them. Please look for meeting dates and times in the school newsletter. Everyone is welcome to attend.
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**School Accountability Committee (S.A.C.)**

<b>School Accountability Committee</b>	The Edgewater Elementary School Accountability Team (Family Leadership) involves parents, staff, community members, and school administration, in discussions about school improvement, school budgets, and goal setting. The team uses the Collaborative Decision-Making model and serves as an advisory team to our school. This is an excellent way to get to know other parents and staff, to be well informed about your child's school, and to become involved in the school improvement process. Please look for meeting dates and
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	times in the school newsletter. Everyone is welcome to attend.
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### Volunteer Opportunities

<b>Volunteer Opportunities</b>	<ul style="list-style-type: none"><li>• Edgewater has a full-time Family Engagement Liaison who organizes parent events and volunteers.</li><li>• We appreciate any extra support you can provide to our school from taking home little books to cut and glue to volunteering in the classroom.</li><li>• Please, call our Family Engagement Liaison for more information. Ana Contreras at 303-982-6064 <a href="mailto:Ana.Contreras@jeffco.k12.co.us">Ana.Contreras@jeffco.k12.co.us</a></li></ul>
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### FAMILY/TEACHER CONFERENCES

<b>Family/Teacher Conferences</b>	<ul style="list-style-type: none"><li>• Family/Teacher conferences are held each fall and spring.</li><li>• Our staff at Edgewater strongly encourages all parents to call and request a conference at any time you feel it is necessary.</li><li>• When you have a question or when a problem arises, please contact the classroom teacher first to discuss the situation or to set up an appointment.</li><li>• After talking with the teacher, if you are not satisfied with the solution, please contact the school administration.</li><li>• We approach each situation looking for a win/win solution.</li><li>• With cooperation between home and school, we believe we can provide the best educational experience for all of our students.</li></ul>
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## REPORT CARDS

<b>Report Cards</b>	Report cards are sent home at the end of each trimester, three times a year. (Every 12 weeks)
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## FOOD FOR CLASS PARTIES

<b>Food for Class Parties</b>	<p>Jeffco Healthy Schools has strict guidelines regarding food for class parties.</p> <ul style="list-style-type: none"> <li>● <b>Student Birthdays</b> - Jeffco does not support any food to celebrate birthdays. Instead, students may be celebrated with stickers, pencils, erasers, or singing in the classroom.</li> <li>● <b>Halloween</b> - ½ of the food must be healthy food.</li> <li>● <b>Valentines' Day</b> - ½ of the food must be healthy food.</li> </ul>
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## TECHNOLOGY POLICIES AND GUIDELINES

***We are a 1:1 technology school. Students in Kinder use iPads and 1st-6th graders use Chromebooks. We strive to use technology to create, problem solve, and communicate.***

<b>Policies and Guidelines</b>	<ul style="list-style-type: none"> <li>● Meaningful educational technology integration is an essential element to learning in the 21st Century.</li> <li>● Technology is a tool that is one part of a quality learning process. iPads and Chromebooks are tools that can be used to achieve outcomes in ways not previously possible.</li> <li>● Edgewater is a 1 to 1 school using iPads in Kindergarten and Chromebooks in 1st-6th grades.</li> <li>● Each student will receive a device and charger for learning.</li> <li>● All families must sign a policy indicating that they understand that the use of the device falls under our Jefferson County Student Conduct Code.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Students will only be able to download approved apps from the Jeffco Apps icon. While students are not required to have access to wifi at home in order to complete assignments on the device it is preferable.</li> <li>• If you don't have wifi access at home please let us know.</li> </ul>
<p><b>Equity</b></p>	<p>Edgewater Elementary supports student use of new technology; however, concerns include equity, improper use, and potential loss.</p> <p><b>Equity</b></p> <ol style="list-style-type: none"> <li>1. The use of these tools is dependent on parent choice -as long as the use conforms to school guidelines.</li> <li>2. Assignments must allow for students to also use printed materials.</li> <li>3. Assigned readings will comply with the district approved reading lists.</li> </ol>
<p><b>Improper Use of Technology</b></p>	<ol style="list-style-type: none"> <li>1. All users will comply with Jefferson County School District R-1 District Policy JS: Student Use of the Internet.</li> <li>2. Students must use <del>the</del>-district-owned electronic devices only for classroom approved learning.</li> <li>3. Any unauthorized use will result in the electronic device not being allowed at school. Parents will be contacted and the duration of lost privileges will be determined by school administration.</li> </ol>
<p><b>Potential Loss</b></p>	<ol style="list-style-type: none"> <li>1. Edgewater Elementary assumes no liability for the loss, damage or breakage of any personally owned technology brought from home.</li> <li>2. See policy on cell phone use below.</li> </ol>

## PERSONAL BELONGINGS

### BIKES, SCOOTERS, AND SKATEBOARDS

<b>Bikes, Scooters, and Skateboards</b>	<ul style="list-style-type: none"><li>• Bikes and scooters ridden to school must be parked and locked in the fenced bike area immediately upon arrival.</li><li>• Students must bring their own locks.</li><li>• Students must walk their bikes/scooters when they are on school grounds.</li><li>• Students may not bring rollerblades to school.</li><li>• Skateboards must be checked in at the front office and picked up at the end of the day.</li><li>• No motorized bikes or scooters are allowed at school.</li></ul>
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### PERSONAL ITEMS

<b>Personal items, toys, jewelry, etc.</b>	<ul style="list-style-type: none"><li>• Students are <b>NOT</b> to bring personal items (toys, necklaces or backpacks with toys attached, CD players, etc.) to school unless for a specific classroom purpose, such as “show and tell.” Items of significant emotional or monetary value should not be brought to school. The school cannot replace personal items if they are damaged, lost or stolen.</li></ul>
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### CELL PHONES

<b>Student Use of Cell Phones</b>	<ul style="list-style-type: none"><li>• Student cell phones must be turned off and placed in backpacks once a child enters the building</li><li>• Student cell phones are collected by the classroom teacher.</li><li>• Students are not to use cell phones for any reason during the school day or in the school building, unless given permission by the teacher or school administration.</li><li>• <b>This includes during field trips as well.</b></li></ul>
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	<ul style="list-style-type: none"> <li>● At the end of the school-day, student cell phones are returned to students.</li> <li>● Once school is dismissed students may use cell phones outside of the building.</li> <li>● Cell phones that are used improperly will be taken and returned only to the parent.</li> <li>● <b>Please note that the school cannot replace lost or stolen cell phones.</b></li> </ul>
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### MONEY AT SCHOOL

<p><b>MONEY AT SCHOOL</b></p>	<ul style="list-style-type: none"> <li>● Students may bring money for lunch or to purchase snacks, only after they have eaten their regular lunch. Students are not allowed to purchase snacks for other students. Students may also bring money to school for fees, field trips, book fair, etc... which should be sent in an envelope with both the child's and teacher's name on it. Please do not allow your child to bring excess money to school.</li> </ul>
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### HOMEWORK

<p><b>Homework Policy</b></p>	<ul style="list-style-type: none"> <li>● We ask that all students read every night that it is possible, either for enjoyment or as part of an assignment.</li> <li>● We recommend that an adult and/or older sibling read to the younger students.</li> <li>● Homework may be assigned by individual teachers for various reasons. These might include: <ul style="list-style-type: none"> <li>○ Work planned to help children overcome specific difficulties</li> <li>○ Assignments made for the purpose of practicing or developing skills</li> <li>○ Work not completed during the normal school day</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Individual research projects and projects intended to pursue individual interests</li> <li>● All students are expected to complete homework assigned by the classroom teacher, unless there is an agreement between teacher and family.</li> </ul>
<p><b>Parent Involvement with Homework</b></p>	<ul style="list-style-type: none"> <li>● Help set up a consistent organized place for homework to be done.</li> <li>● Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects the next week’s activities.</li> <li>● Encourage, motivate, and prompt your child, but do not sit with them and do the homework with them. You can be available for help and guidance but resist giving too much help or “being the teacher”. The purpose of the homework is for your child to practice and use what they have learned. If your child is consistently not able to do the homework with minimal support, please contact the teacher.</li> </ul>

### FIELD TRIPS

<p><b>Field Trips</b></p>	<ul style="list-style-type: none"> <li>● Field trips, which support curriculum or units of study, are scheduled to provide learning experiences not available in the classroom.</li> <li>● Fees may be charged for any field trip to supplement the cost.</li> <li>● Children must have written permission to go on any field trip.</li> <li>● It is the child’s responsibility to get the permission slip (with the required fee information) home and back to school by the date requested.</li> </ul>
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	<ul style="list-style-type: none"> <li>● For liability reasons, students who do not return permission slips will NOT be allowed to call parents for “verbal permission” over the phone.</li> <li>● Instead, students without permission slips will remain at school in a classroom determined by their teacher.</li> <li>● For safety reasons, siblings are not allowed to join a class on a field trip. Parents are often selected to be chaperones for field trips. A list of chaperone guidelines will be sent home prior to the field trip. These chaperones have a special duty to our students and parents that volunteer to be chaperones must follow these guidelines.</li> <li>● At times, our classes access private vehicles for field trips. All parents who volunteer to drive their vehicles for a field trip are required to provide confirmation of insurance. Please be sure a student is not transported in a seat that has an airbag.</li> </ul>
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### PHYSICAL EDUCATION

<p><b>Physical Education</b></p>	<ul style="list-style-type: none"> <li>● P.E. classes require gym shoes, socks, and comfortable clothes.</li> <li>● Children that have a condition that limits physical activity should provide a note from home explaining their limitations.</li> <li>● Prolonged conditions must be confirmed by a physician’s note.</li> </ul>
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