



ELWELL ELEMENTARY

STUDENT/PARENT HANDBOOK

2026 - 2027

IMPORTANT PHONE NUMBERS

ELWELL ELEMENTARY	(970) 587-6150
YMCA CHILD CARE	(970) 587-5160
MILLIKEN ELEMENTARY	(970) 587-6200
MILLIKEN INTERMEDIATE	(970) 587-6095
PIONEER RIDGE ELEMENTARY	(970) 587-8100
ROOSEVELT MIDDLE SCHOOL	(970) 587-6300
ROOSEVELT HIGH SCHOOL	(970) 587-6000
TRANSPORTATION	(970) 587-4747

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Dear Parents and Guardians,

As we open the doors to a new school year, I am filled with a sense of anticipation and enthusiasm. At Elwell Elementary School, we believe in nurturing young minds and fostering a love for learning that will last a lifetime. Our dedicated team of educators is committed to providing a safe, supportive, and stimulating environment where your children can thrive academically, socially, and emotionally.

We recognize that each child has unique strengths, interests, and challenges. We aim to celebrate their individuality and encourage their growth and development in all areas. We are dedicated to cultivating academic excellence, strong character, empathy, and resilience, which will serve them well throughout their lives.

A successful school year is built on a solid partnership between home and school. We believe in collaboration and open communication to ensure your child's best educational experience. Our doors are always open, and we encourage you to contact us with questions, concerns, or ideas. Together, we can work as a united team to support our students.

You will find essential information about our school's policies, procedures, and expectations in this student handbook. Please review this handbook carefully; it is a valuable resource throughout the school year. It will help us maintain a cohesive and respectful learning environment where everyone feels valued and respected.

Additionally, we will organize various school events, parent-teacher conferences, and volunteer opportunities that will give you numerous chances to engage with our vibrant school community. Your involvement is invaluable, and we genuinely appreciate the time and effort you dedicate to enriching the lives of our students.

As we embark on this new adventure together, I extend my deepest gratitude for entrusting us with your child's education. At Elwell Elementary School, we believe that each child has the potential to achieve greatness, and we are committed to empowering them to reach their full potential.

Once again, welcome to Elwell Elementary School! Let's make this a year of growth, discovery, and achievements. I am eager to witness the incredible progress our students will make with your support and cooperation.

We wish you and your family a successful and fulfilling school year!

Principal Tucker Willard
Elwell Elementary School

School Hours

School begins at 8:30 a.m. and dismisses at 3:30 p.m. Outside supervision is not provided at our elementary school until 8:25 a.m. Students are considered tardy if they arrive after 8:30 a.m. Students are to go directly home after school unless they ride a bus. The playground is closed from 8:00am - 4:00pm while school is in session.

Absences and Tardies

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

Student Responsibilities for Attendance:

1. Understand that absences and tardies will interfere with academic success.
2. Contact teachers ahead of time for pre-arranged absences and immediately upon returning to school after an absence to arrange make-up work.
3. If leaving during the school day, check out from the office and back in when returning.
4. If you need to leave school due to illness, you must check out from the office.

Parent/Guardian Responsibilities for Attendance:

1. Provide documentation for absences due to official appointments (medical or legal). Documentation may be brought to the office in person or sent with your child.
2. If a student needs to leave the school campus, they must check out from the office.
3. Request a pre-arranged absence 3 days in advance of any scheduled event from the office.
4. Check attendance records in the Infinite Campus Parent Portal and maintain regular communications with teachers, administrators, and the office.

Excused absences

The following situations shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences will be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. A note from a doctor may be requested.
2. Documentation, such as a note from a doctor, may be requested after a student has accrued ten (10) absences.
3. A student who is absent for an extended period due to a physical disability or a mental or behavioral health disorder.
4. A student who is pursuing a work-study program under the supervision of the school.

5. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
6. A student who is suspended or expelled.

Excusing an absence

Please call the school office (970) 587-6150 before 9:00 a.m. on any day your child is going to be absent or late. After ten (10) absences, you may receive a letter from the school regarding attendance, and a plan may be created.

Unexcused absences

All reasons not listed in the "Excused absences" section are considered an unexcused absence. The administration may excuse unexcused absences in extenuating circumstances. The number of unexcused absences a student may incur before judicial proceedings is 10 days during any calendar year or school year. A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 absences in one school year. We would like to avoid having to work through these steps, so please make certain your child has good attendance at school.

Chronic Absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 18 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent." If a student is identified as "chronically absent," the principal or designee will develop a plan to improve the student's attendance. The plan will include best practices and research-based strategies to address the reasons for the student's chronic absenteeism.

Tardiness

Students who have a note from an administrator, office secretary, counselor, or teacher will not be marked tardy. Individual teachers may enforce appropriate classroom expectations or consequences regarding tardiness. Excessive tardiness may lead to an office referral and disciplinary action. Three tardies over the course of the school year may be considered one absence.

Make Up Work

Students are required to make up all required work that is missed due to an absence or tardy. Teachers will determine a reasonable amount of time for completing make-up work. Students may not receive credit for any work that is completed after this time.

Long-Term Absences and Assignments

If you know that your son/daughter will be out of school for several days, please contact the school 48 hours in advance to arrange for work to be prepared.

Leaving School During the School Day

Students must be signed out from the office during the school day. Anyone who is picking up a child during the school day must first come to the office and sign the student out. The student will then be called to the office. When picking up your child for an appointment, please plan to bring a note from your provider when your child returns to school. In no case will a student be allowed to leave with anyone but a custodial parent or guardian unless the office has been notified by the legal parent or guardian. Students may not leave school grounds during the day without permission from the office.

Admission to School After School Hours

Students will not be admitted back into the school after school hours unless it is absolutely necessary. It is the student's responsibility to take all school work and personal items with them when they leave at the end of the day.

Visiting School

Parent/guardian visits to classrooms must be scheduled in advance. Parents should request a visit prior to the desired date. The request should be submitted to the principal's office, specifying the reason for the visit and the proposed date and time. Visitors must be accompanied by an administrator or a designated staff member during the visit.

Confidentiality and Privacy: Parents must respect the confidentiality and privacy of all students and staff. Any information observed or overheard during a visit should not be shared outside of the classroom setting. Visitors may not record in the classroom.

To support the development of independence and peer relationships, family visiting for lunch should be limited to once weekly. As with students, we ask that parents not share food with other students during lunch.

Withdrawal From School

A parent should contact the school office at least one day in advance of a student's withdrawal stating where the child is moving and, if known, the name and address of the new school. Information will be prepared to assist the student's entry into the new school. Any district technology, materials, or library books not returned when the student withdraws must be paid for at that time. Also, all lunches and any other fees need to be paid for before the student withdraws.

School and District Closure Information

School Closure Information

Weld RE-5J School closure information can be found in the following places:

Channel 2, Channel 4, Channel 7, Channel 9

Weld RE-5J District Website: <http://www.weldre5j.org>

How the decision is made:

One of the primary goals of the Weld Re-5J School District is to protect the safety and well-being of every student. When severe weather conditions develop, a decision to close school will only be made after carefully considering a number of factors including information from area weather reports, county roads department, and the Colorado Highway Patrol.

When weather conditions make traveling hazardous, schools may not open as scheduled or may close early. The decision to close school will be made as early as possible, preferably by 6:00 a.m. by the superintendent in consultation with the director of transportation. Television stations will be notified immediately after the decision is made so that students, parents, and staff are promptly informed. Parents will also receive an automated phone message notifying them of a school closure.

When maintaining the regular schedule might result in large numbers of students being unable to return home safely, or the school buildings have lost power, school may be dismissed early. Every effort will be made to follow the regular end-of-the-day dismissal schedule since changing that schedule can cause confusion for parents and students.

Bus transportation is an important factor in determining whether school should be closed or an early dismissal to be ordered. Bus drivers are trained to watch that children are able to enter their residence. If the house is locked, the child is to return to the bus and continue on the route back to the bus barn. Of equal concern in making an early closing decision, are the students who reside in town. If dismissed from school they may have several blocks to walk in severe weather and then arrive at their home that could be locked. Without supervision, they may not know what to do and be stranded outside.

Parents can help:

Parents are ultimately responsible for their children and should decide for their own family whether their children should attend during inclement weather or be picked up from school prior to the regular dismissal time. We encourage parents to decide what is best for their family when the weather is severe. Students who leave school early, are as always, to sign out through their building's office after the secretary has spoken to a parent. Parents picking up children are to come to the office, sign the children out, and wait for the children to escort them from the building. This provides assurance that the early departure is authorized and that the child will be as safe as possible. Parents who choose to keep their children at home due to inclement school are asked to call the school office so the staff knows that the child is where they belong and are safe. The procedures also help the school secretaries crosscheck to know who is in school should staff need to call families as they do for all absences.

Additional impact of school closing:

All school and athletic activities are canceled when schools are closed or dismissed early because of inclement weather. Community activities planned for a building that is closed due to these circumstances are also canceled for the safety of the community and the district staff.

General Information

Care of Property

We take pride in the appearance of the school building and grounds. Students are expected to help keep the school free of litter and help dispose of trash properly. Students involved in graffiti or other destruction of school property or equipment will receive appropriate disciplinary consequences.

School Supplies

Families do not purchase individual school supplies. Instead, we collect a \$60 school supply fee from each student. This approach allows our teachers to buy high-quality materials in bulk at a better value, ensuring every classroom is fully equipped with the supplies needed for a successful year.

Student Fees

A student fee of \$10.00 is collected from all students. The student fees are used for supplementary materials in each classroom. This fee is collected by the teachers.

Student Dress Code

Student and staff dress should conform to recognized standards of decency, safety, modesty and cleanliness. Students and staff will not be permitted to dress in a manner that affects the safety of themselves or others, is disruptive to the learning environment and/or that indicates affiliation with negative social influence such as gangs, cults, substance abuse, or sexual degradation.

Dress Code: Students and staff may be referred to an administrator for clothing that includes, but is not limited to, articles considered "revealing and inappropriate for school";

Here are some dress code guidelines:

- Tops without straps, backs or sides are not allowed
- Cropped tops that show the stomach are not allowed
- Shorts, skirts, or pants that are either too short or too loose to fully cover students' rear ends are inappropriate to wear at school
 - Outerwear must cover underwear
 - Mid-thigh is a good guideline for length
- Muscle shirts/t-shirts with the sides cut off are not allowed
- Shoes must be worn at all times
- Any clothing advertising weapons, alcohol, drugs, or tobacco will not be allowed
- Sunglasses, bandanas, hoods, and spikes or chains will not be allowed, with the exception of religious or medically necessary headwear
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that are obscene, profane, vulgar, lewd, or legally libelous are not allowed

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- If in doubt, do not wear it. We ask that you err on the side of being appropriate for school

If a staff member refers a student to an administrator for a dress code violation, the student will be asked to change clothes. A parent or guardian may be contacted. Repeated violations will result in disciplinary action.

Exceptions:

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

We ask parents to work with their students on choosing appropriate clothing for school.

Building administrators have the final discretion to decide what is considered inappropriate attire for school according to school-specific dress codes that are consistent with this policy.

Student Identification Badge

Students will be issued a school identification badge (ID). Student ID's will be used for safety precautions, transportation, school breakfast/lunch programs, library and hall passes during the school day. If an ID badge is lost, a replacement will be given to the student. After the first replacement, a \$5 charge will be imposed if an ID is lost again.

Learning Commons

Use of library materials is free except when there is damage or loss. In such cases, the parent(s) will be notified and asked to pay for the materials.

Parent-Teacher Communication and Conferences

We can best help your child if we work together. Regular parent-teacher conferences are scheduled twice during the school year. Additional conferences may be scheduled by parents and teachers based upon individual needs.

Parents and teachers need to have confidence in one another and should keep communication channels open to ensure misunderstandings are avoided. Parents and

teachers working together have the best chance of helping the student grow and learn from these experiences.

Teacher hours are from 8:00 a.m. to 3:50 p.m. You are encouraged to contact your child's teacher before school between 8:05 and 8:20 a.m. or after school between 3:35 and 3:50 p.m., or send the teacher an email. Also, you may contact the school office to see if your child's teacher is available at other times during the school day.

School Volunteers

We want parents to be a part of the learning experience and welcome you to visit and volunteer often. We do request that parent visits be avoided during the first 2-3 weeks of school so that children can adjust to the new program and routines.

Teachers are encouraged to have parent volunteers to assist with classroom parties, field trips, and other classroom and school activities. Volunteers are most welcome at school, and their efforts are highly valued. Please contact the teacher or school office if you have an interest in serving as a volunteer.

Volunteers must follow the guidelines of the teacher, school, and district rules, including using phones for emergencies only and refraining from taking photographs of children for whom they are not the guardian.

Bicycles, Scooters, Rollerblades, Skates, and Skateboards

Bicycles, scooters, rollerblades, skates, and skateboards may be ridden to and from school. Bicycles and scooters are to be parked in the bike rack. They are not to be moved during the school day. Students are required to walk their bicycle or scooter on school grounds. Students are encouraged to wear a helmet if they ride a bike or scooter to school.

Cellphones, Smartwatches, & Telephone Use

Cellphones are to be left in backpacks and should be turned off or on silent mode.

Students may wear smartwatches to school if they are set to "Do Not Disturb" or school mode from 8:15-3:30. There may be times, due to assessment requirements, that smartwatches are not allowed.

Smartwatches should not emit sounds, vibrations, or notifications that may disrupt student focus or classroom activities. Should a device become a distraction, the teacher will have the student power off the device and put it in their backpack.

Students may use the telephone with permission from school personnel. Students will not be called to the phone unless it is an emergency. When necessary, messages will be taken for students and given to them at the end of the school day.

The school is not liable for any loss or damage to students' cell phone or smartwatches while on school premises.

Money and Other Articles From Home

Students are discouraged from bringing money or valuable items to school as the school assumes no responsibility for lost, damaged, or destroyed items. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students like to bring items from home for show and tell. However, items of value that may get lost or damaged should be brought to school by a parent and, after they have been shown, taken back home.

Toys and Sports Equipment

Students may bring the following items labeled with the child's first and last name: basketballs, footballs, kicking tee, soccer balls, volleyballs, soft cushioned balls, or football gloves. Toys should be left at home, the school assumes no responsibility for lost, stolen, or damaged items.

Lost and Found

The school maintains a Lost and Found. The school is not responsible for lost articles. Clearly marking all personal items with a first and last name greatly assists a quick return to the rightful owner. Unclaimed objects will be donated.

Pets

Pets are not allowed at the school. If you have a pet with you during pick-up or drop-off times, please wait off campus.

Recess

Students will go outside for recess when the temperature, including wind chill factor, is 20 degrees Fahrenheit or above. Weather conditions are monitored from the office on a daily basis. We feel that children benefit from outside physical activity. Therefore, please ensure that your child dresses warmly on cold-weather days. At times, students may miss recess

time to as a behavior follow-up. This decision is made by the classroom teacher and/or the administrator.

Retention and Promotion

A fixed set of criteria shall not be used to determine promotion from one grade level to another. In general, the well-being of the individual student shall be the determining factor. Retention shall be used sparingly. When considering the retention of a student, the teacher shall confer with the student's parents well before the end of the school year. Initial discussion with the parents of this consideration will be held no later than the end of the 3rd quarter. The teacher may then recommend retention when it is clear that the student will benefit. The administrator will review each individual case before approving retention. The administrator, teacher, and parents will work together to make a decision.

Field Trips

Field trips are designed to provide students with quality educational learning experiences outside the school. Effective supervision is essential for these experiences to be successful. Teachers have the responsibility to choose volunteers or parents that will assist them with supervision on each field trip. Volunteers or parents are then required to ride the school bus to assist in providing the appropriate supervision. Siblings or other children are not allowed to accompany volunteers or parents on field trips. Volunteers or parents are not allowed to meet and accompany classes at the field trip site, they must ride the field trip bus. In order to maintain the safety and security of students on field trips, only those volunteers selected as chaperones will be approved to join the field trip. Volunteers or parents who are not selected as chaperones will not be allowed to meet and accompany the class at the field trip site.

Volunteers must follow the guidelines of the teacher, school, and district rules, including using phones for emergencies only and refraining from taking photographs of children for whom they are not the guardian. A teacher may ask a parent/guardian to attend a field trip to support their child's success.

Transportation

Bus Transportation

Students who are transported are allowed only one pick up and drop off location. This will only change in the event the student has a physical change of address. Bus registration must be submitted before riding. Friends are allowed to ride home with a student, and must be authorized in advance through the school office.

All phases of the bus transportation are carefully supervised, and we strive for high standards of student conduct. Students should arrive no more than five (5) minutes before their departure time from the bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 8:20 a.m.

If you have any questions or concerns, you may contact your child's bus driver or the supervisor of the transportation department (970-587-4202). The transportation department will investigate and address student misbehavior while under the supervision of bus drivers.

Bus Rules

All bus passengers must observe the rules for bus conduct in order to keep the buses running on schedule and to maintain the safety of riders.

- The bus driver is in complete authority of the students riding the bus at all times.
- Pop bottles, cans, or other drink containers are not to be brought on the bus. Food should not be eaten during regular bus routes.
- Passengers must be ready to get on the bus as soon as the bus arrives. The bus will not be delayed for late students.
- The bus driver may assign each rider to a certain seat.
- Students will not move about while the bus is moving.
- Passengers will not extend arms, legs, or heads out of the bus windows.
- Passengers will not mark or deface the bus and its equipment.
- Passengers will not open windows except by the direction of the bus driver.
- Passengers will not fight or scuffle on the bus or throw objects out the bus windows.
- Passengers must remain seated until the bus comes to a complete stop.
- Books, backpacks, lunch boxes, and similar objects must be kept out of the aisles.
- Students should not run along the side of the bus, but wait until the bus stops and the driver opens the door.
- When approaching a bus stop, if a student has to walk along the highway, he/she should walk on the shoulder of the road, facing traffic.

Dropping Off and Picking Up Students

In the morning before school begins, all students will report directly to their assigned entry door. The school has a drop-off and pick-up loop for your child. Students may be dropped off on the school's east (front) side. The bus loading zone is for use by busses only. Thank you for refraining from driving through. When the bell rings, students will be brought into the school through their assigned doors. Students will not be allowed in the hallways or classroom areas prior to the start of school.

Students are expected to go directly home at the end of the day and are not permitted on the playground.

Problems To and From School

Children sometimes need guidance with their behavior to and from school. Children have the right to go to and from school without being harassed by others. It is the shared responsibility of the home, community, and school to help students learn to get along and to respect the rights of others. Some suggestions to follow include:

- Joining your child in walking to and from school.
- Contact the parents or guardians of the children involved to work out a solution.
- Contacting the school for suggestions and to influence or remind those involved about appropriate, responsible behavior.
- If the problem persists, contact our local police department for assistance.
- If a problem occurs on the bus please contact the transportation office at 970-587-4202 prior to contacting the school.

Health and Wellness Information

Allergies and Food Intolerances

The school should be informed of any student who has a serious known allergy that could endanger his or her life, especially to bee stings, food, or medication that causes severe or life-threatening reactions.

Immunizations and Other Health Requirements

The State of Colorado requires evidence of immunization for school enrollment. A child entering school in grades PK-5 must meet the minimum requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided.

A child entering school as a transfer student may be provisionally enrolled for 60 days until records are transferred from the previous school. If transfer records are incomplete or never received, the student may be suspended until the minimum requirements for each vaccine are met or a signed Statement for Exemption is submitted.

Please keep your Emergency Information updated with the office with any changes in address, employment, or telephone numbers. In the case of an emergency the home phone is called first, then the emergency numbers. Parents will be notified of serious injuries if possible, and 911 will be called first when an extremely severe medical emergency arises.

Children should not be sent to school with a fever or contagious diseases. Students with either a high grade or low grade fever will be sent home. Please see the next page for information about when to send your child to school.

Physicals for Entry Into School

A completed Physician's Physical Examination Form or its equivalent must be submitted for every new enrolling student. If your child has been in the RE-5J Preschool or Milliken Head Start the previous school year and if you submitted a completed physical to that program, that form will be transferred to our school with your child's records.

Medication Policy

The procedure for administering medication to students during school hours is as follows:

- Physician's Order for Prescription on the Permission for Medication form signed by your child's physician.
- Parent's signature on the Permission for Medication form or a note indicating permission for the child to receive the medication.
- The prescription bottle, properly labeled with the child's name and containing only enough medication necessary to be given during school hours.
- Only prescription medication will be dispensed by school personnel providing the above procedure has been followed. Students who have asthma and use an inhaler must have written permission form from both the parent and physician before being allowed to have an inhaler at school. Students will be allowed to carry their own inhaler only with written permission.
- Over-the-counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's note.
- When possible, medication should be taken at home (before school, after school and before going to bed) unless it has been ordered to be taken at a specific time by the physician.

When should my child stay home from school?

Please refer to the [Colorado Department of Public Health and Environment guidelines](#).

School Counseling

The counselor is an integral part of the total school program. The counselor meets with students individually and in small groups and works together with teachers, parents, administrators, specialists, and community agency personnel to best meet student needs.

Gum and Candy

We discourage children from bringing gum and candy to school unless they are refreshments for a scheduled classroom party. This is permitted at the discretion of school staff.

Party Treat Recommendation

The health department recommends that “prepackaged food may be a safer choice at holiday parties”. You will be notified if it becomes necessary to require prepackaged food for a period of time if there are specific problems within the school or school district. Healthy party treats are encouraged.

Lunch and Breakfast Programs

The district food service provider will participate in the "Healthy School Meals for All" program. We want to share some essential information with all of you to ensure this program runs smoothly.

Free and Reduced Application:

Even though the meals are provided for all students as part of the "Healthy School Meals for All" program, we still require families to fill out the free and reduced application. It is essential to complete and submit this application for approval, as Academic Fees will not be waived without an approved application.

Complimentary Meals:

Each child will be entitled to one complimentary breakfast and one complimentary lunch daily. These meals will continue to meet the USDA standards, including fruit, vegetable, main entree, and milk in age-appropriate serving sizes.

Student IDs and Payment:

Students at all levels must come to the cashier with their student IDs to be entered into the system. This is how the District will receive payment for the meals taken. Students must remember to bring their IDs daily to facilitate this process.

Exclusions from Complimentary Meals:

Snacks are not included in this program, and any additional items beyond the provided breakfast and lunch will need to be paid for out of the student's meal accounts. This includes but is not limited to second entrees, extra milk, ala carte items, and salad bar trips for students who bring lunch from home.

Payment for Additional Items:

If a student's meal account has insufficient funds, they will not be able to purchase any additional items beyond the complimentary breakfast and lunch.

Discipline

We believe in developing student self-discipline. We set high expectations for student behavior and teach those expectations to students. Students are then held accountable for meeting those expectations. Students are taught the acceptable expectations for the classroom, hallways, playground, and other areas of the school. Students are given opportunities to practice these and to demonstrate their understanding of the expectations. Teachers develop classroom discipline systems to encourage students to make positive behavior choices. When a child makes a poor choice, we ask the student to think about his/her behavior, what the problem was, and how he/she can resolve the problem, and repair relationships. This is designed to be a positive approach to discipline that allows the student to learn from the experience. If a student does not comply with the teacher or is repeatedly disruptive to the learning of others, the student will be referred to the office. The administrator will meet with the student and determine appropriate consequences for the student. Parents will be contacted when necessary to provide support to help their child make appropriate choices.

Our school promotes several anti-bullying strategies in each classroom and with our school counselor. Students are taught ways to be a good friend and to discourage bullying behavior in one another. Our school staff takes bullying issues very seriously and works with students on an individual basis to stop the bullying behavior.

Continued misbehavior or disruptions may result in an in-school suspension or out-of-school suspension if it is determined to be necessary. All discipline decisions will be made by the school administration and staff with the guidance of the [Weld RE-5J Discipline Matrix](#). This document will help guide the administrator's decision, but consideration will be made for each individual situation, age, and circumstance. In addition, school staff

members will only discuss discipline issues that involve your own child and will not discuss other students with you.

Our hope is that students can demonstrate positive behaviors that promote self-discipline and that result in a productive learning environment for themselves and others. A school environment that is structured, with high but realistic expectations, provides a safe and secure learning environment in which the focus is on learning.

Behavior - Positive Behavior Intervention and Support (PBIS)

Our staff believes in Positive Behavior Support. Our goal is to create a structure that organizes adults and students to create a school culture that encourages positive behavior and interactions. It is our goal that by combining the PBIS component to our discipline process, the result will lead to a safe environment where students achieve academically, and build positive relationships with each other and the adults who work with them. During the course of the year we will recognize student efforts towards showing positive behavior in all areas of the school environment both within the classroom and out. We strive to provide a sustained positive school climate. We appreciate parent support with this endeavor.

After School Opportunities

We offer many after school opportunities at our school. Transportation home from after school activities will be provided by the parent. PTO is a great partner in helping give students fun learning activities after school.

Playground Rules

The playground is a place where students have an opportunity to enjoy physical activity in a safe environment. Specific rules for playground equipment and appropriate activities are explained to students. Practicing positive sportsmanship and respect among all students is constantly reinforced.

Misuse of playground equipment: A student who is not following the rules for a piece of playground equipment may lose the privilege of playing on that equipment the remainder of the recess.

A student demonstrating poor sportsmanship, using foul language or playing too rough may be required to spend the remainder of that recess or the following recess standing

next to the building and may be required to see the administrator. If a group of students is demonstrating poor sportsmanship during an activity, that activity may be banned from the playground for those individuals for a period of time.

School Notices & Plans

Emerging Bilinguals

Weld County School District RE-5J has implemented a plan to ensure that Second Language Learners in the district receive equal and meaningful access to educational programs. The plan includes:

- processes to identify students who are learning the English language,
- assess the student's English language proficiency,
- processes to assure that Special Education students are correctly supported
- the initiation of an educational program to teach English to English Language Learners, and
- other administrative procedures for the benefit of all students.

Notice of Non-Discrimination/Equal Opportunity

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Weld County School District RE-5J, does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, family composition, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Harassment, if it rises to the level described in state law, is a prohibited form of discrimination.

Complaint procedures have been established for students, parents, employees, and members of the public as follows:

- Policy AC-R-1: Students
- Policy AC-R-2: Employees, Applicants for Employment and Members of the Public
- Policy AC-R-3: Sex-based Harassment (Title IX)

The following person(s) have been identified as the Compliance Officer and Title IX Coordinator for the district:

Tami Kramer - Title IX Coordinator/Compliance Officer
Weld County School District RE-5J
110 S. Centennial Dr., Ste. A Milliken, CO 80543
tami.kramer@weldre5j.org
(970)587-6050

Outside agencies

Complaints regarding violations of Title VI, (race, national origin), Title IX (sex, gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 950 17th St., Suite 300, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 825, Denver, CO 80202.

School Accountability Committee

As required by state law, there is an Accountability/Advisory Committee at our school composed of parents and teachers. This committee meets with the administrator at least once every quarter as part of our regular Parent/Teacher Organization (PTO). This committee is charged with reviewing and evaluating goals for school improvement. This committee will also:

- Provide assistance, evaluate, and advise the administrator regarding programs and activities.
- Serve to improve communication between the school, parents, and community.
- Advise the administrator of parent and community questions.
- Serve to assist parents in becoming more actively involved in their child's education both in school and at home.

PTO/ SAC meetings are open to the public, and all parents are welcome to attend. Dates and times of meetings will be announced at least one week prior to each meeting.

Notice to Parents Concerning Sex Offender Registration Act

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available online at the:

Colorado Bureau of Investigation

In addition, copies of this guide are available upon request at Weld RE-5J Administration Building located at 110 S. Centennial Drive Suite A, Milliken Colorado 80543

Emergencies and Emergency Information

911 will be called first when an extremely severe (life-threatening) medical emergency arises. In the case of a serious illness or injury, the primary contact is called first. If there is no answer, the emergency numbers are called. If there is no response, the parents will be called at work. Every attempt is made to notify parents when there is a serious injury. It is extremely important that your child's emergency information is current at all times. Please inform the school office of any changes in residence, employment and/or phone numbers, which occur during the school year.

Crisis Plan

The district utilizes the "I Love You Guys" website <https://iloveguys.org/> and Standard Response Protocol.

Dropping Off and Picking Up Students

Please see the map diagram showing where to drop off and pick up your child each day. Children may be dropped off at 8:15 am for breakfast, and if he or she is not eating breakfast, then the drop-off time is 8:20 am on the playground. Duty staff will not be out on the playground until 8:20 am. Please note the one-way streets.



Early Childhood Education

Elwell Early Learning Center & Milliken Early Learning Center

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PROGRAM INFORMATION & ENROLLMENT

Program Purpose and Philosophy

The Elwell Early Learning Center and Milliken Early Learning Center provide inclusive, developmentally appropriate preschool experiences designed to support the growth and development of the whole child. We believe young children learn best through meaningful relationships, play, exploration, intentional instruction, and active engagement with adults, peers, and their environment.

Our program values strong partnerships with families and recognizes families as essential partners in their child's education. Staff strive to create safe, nurturing, predictable, and inclusive learning environments that support each child's individual strengths, needs, culture, language, and abilities.

The Early Learning Centers use developmentally appropriate curriculum, assessment, Multi-Tiered Systems of Support (MTSS), and positive behavioral and social-emotional practices to promote children's academic, physical, social, and emotional development. Children with disabilities are included with their typically developing peers to the greatest extent appropriate to meet their individual needs.

Universal Preschool (UPK) Colorado

Families in the Johnstown-Milliken School District can receive 12 hours per week of free, voluntary preschool for four-year-olds through the Universal Preschool (UPK) Colorado program. Milliken Early Learning Center has two full-day classrooms that offer 30 hours per week with eligibility or tuition options. Three-year-olds with qualifying factors are eligible for 12 hours per week of preschool. UPK Colorado is administered by the Colorado Department of Early Childhood (CDEC).

Preschool Age Cut-Off

The District Preschool accepts children who are 3 and 4 years old. The child may enter the preschool if he/she is 3 or 4 years old on or before October 1 of the year of enrollment and funded through UPK. If the child is funded through Special Education, then the child may enter upon his/her third birthday or at age 2 1/2 if the team makes that decision during the IEP meeting.

Online Registration

Upon acceptance into the program, a family will register their child online at www.weldre5j.org. You need to upload or provide a copy of your child's Birth Certificate, Health and Immunization Record, and a current Doctor's Physical. Your child must have all

of their required shots to begin school on the first day. An exempt form must be updated annually if you choose to exempt your child from immunizations. A health physical must be

completed and documented on a school physical form/doctor physical form and signed by a doctor or physician assistant. The form must be provided on or before the first day of school. The yearly physical is due every 12 months as dated by the child's physician.

During the home visit with the classroom teacher, the parents or guardians are also asked to complete a questionnaire that enables teachers and families to work together to help children participate successfully in our preschool program. It is important that families relate to us their family values and practices so that the program can be supportive. If the program's professional values and practices differ from the family's, please notify the classroom teacher or director.

Program/Schedule

The District Preschool operates Monday through Thursday and follows the Weld RE-5J School District calendar.

Half-day preschool is offered at Elwell Early Learning Center and Milliken Early Learning Center. Morning sessions are held from 8:30 a.m.–11:30 a.m., and afternoon sessions are held from 12:30 p.m.–3:30 p.m.

Full-day preschool is offered at Milliken Early Learning Center from 8:15 a.m.–3:45 p.m.

Preschool is closed on holidays, school breaks, professional development days, and other non-student days identified on the Weld RE-5J School District calendar. Families will be notified of changes to the regular preschool schedule.

Tuition and Fees

Universal Preschool Colorado (UPK) provides eligible children with state-funded preschool hours. Families do not pay tuition for preschool hours funded through UPK or special education.

Families participating in the full-day preschool program who do not qualify for funding for the additional hours are responsible for tuition. The annual tuition rate is **\$4,750**, divided into ten monthly payments of **\$475**, August through May. Tuition is not prorated based upon the number of school days occurring within a particular month.

Families will be notified of any applicable fees or changes to tuition prior to enrollment or implementation of the change.

Inclement Weather, Excessive Heat, and Outdoor Conditions

The Early Learning Centers follow Weld RE-5J School District procedures for school closures, delayed starts, early dismissals, and other schedule changes resulting from inclement weather or unsafe conditions. Families will receive notification through the District's established communication systems.

Children will participate in outdoor activities when weather and environmental conditions are considered safe and appropriate. Staff will consider temperature, wind chill, heat index, precipitation, air quality, and other environmental conditions when determining whether outdoor activities should occur or be modified.

During excessively hot weather, outdoor activities may be shortened, moved to cooler times of the day, relocated to shaded areas, or moved indoors. Children will have access to drinking water throughout the day and during outdoor activities.

Weather-Appropriate Clothing

Children should arrive at preschool dressed appropriately for current and anticipated weather conditions. Families should provide appropriate coats, hats, gloves, footwear, or other outdoor clothing as needed. Because preschool activities frequently include outdoor play and active exploration, children should wear clothing and footwear that allow them to participate safely and comfortably.

Primary Caregiver and Continuity of Care

The Early Learning Centers believe in the philosophy of Primary Caregiving and Continuity of Care. The primary caregiver system ensures that every child has a special person and that each parent has a primary contact. How is the primary caregiver special? She becomes an expert on each child, an advocate, and a coordinator of children's and parents' experiences. The primary caregiver-parent relationship is as important as the teacher-child relationship. A primary caregiver's relationship with children and parents usually begins at the home visit. (While children are adjusting to being in care, it is easier for them to get to know one new person than to get to know several.)

Continuity of care means that when your child begins as a three-year-old, he will have the same primary teacher for his years in preschool. It is important that children feel safe and develop a rapport with a trusted adult at school.

Licensing/Complaint Procedure

The Early Learning Centers are licensed by the Colorado Department of Early Childhood (CDEC), Division of Early Learning Licensing and Administration.

Parents/guardians may review the program's child care license or file a complaint regarding child care with:

Colorado Department of Early Childhood
Division of Early Learning Licensing and Administration
710 S. Ash St., Denver, CO 80246 / 1-800-799-5876

Parents/guardians may also contact the Early Childhood Principal with questions or concerns regarding the preschool program.

Staffing

Each classroom is staffed with one classroom teacher and one paraprofessional. When needs arise for our students to need more support to sustain attention or for safety reasons, a special education paraprofessional will be in the classroom to provide this additional support. The special education paraprofessional can work with any children in the classroom and is not assigned to one specific child. Some classrooms may have more adults if needed.

FAMILY PARTNERSHIPS & COMMUNICATION

Family Partnership and Conferences

Before the first day of preschool, teachers and families will meet. Each visit will last approximately 20 minutes. This visit will enable parents to ask questions and allow the children to feel comfortable in their new preschool classroom when they see a familiar face, their teacher. During the school year, new children to the program and their parents will meet the preschool teacher and receive a tour of the classroom before their first day of school.

Parent/teacher conferences provide an opportunity for staff and parents/guardians to partner in discussing each child's progress, strengths, interests, and individual needs, including the child's social, emotional, developmental, academic, and physical well-being. Families are encouraged to share information, questions, or concerns regarding their child at any time. Additional conferences may be scheduled as needed.

Volunteers

Research states that parents and/or guardians who volunteer at school have more successful and engaged children. Therefore, we encourage parents or guardians to volunteer one day a month. Volunteers will be required to complete a confidentiality form and a volunteer registration form before beginning their volunteer work.

Visitors

Parents are invited to visit and observe the classes in session. Parents may stop in anytime without calling ahead. If a parent wishes to stay for an extended visit, notification is appreciated. Parents dropping off or picking up their children are asked to wait outside the classroom. This allows the teacher to implement arrival and dismissal routines effectively.

Parents are encouraged to sign up as parent helpers or to share expertise or a job experience with our students. Parent and family workshops are scheduled each school year, as well as family social nights. In addition, Parent/Teacher conferences are also held twice a year. (October and March)

All visitors are required to sign in at the elementary school office and are required to wear a visitor sticker printed after a valid ID is scanned so that the director and preschool personnel shall know who is present in the preschool classrooms at any given time. Upon leaving, visitors are required to return the visitor sticker to the staff at the front office.

If an interpreter and/or translator are needed at conferences, one will be provided by the District.

Confidentiality

Children's assessment records are stored in the classroom files in a locked file cabinet. Disclosure of children's assessment records beyond family members, preschool staff

personnel, and Weld County School District Re5J staff shall require familial consent (except in cases of abuse, neglect, or court order).

Newsletter

Communication with parents is important to our program. Please send a backpack with your child to help get papers and notes home to you. A monthly newsletter will be sent. Every attempt is made to communicate with parents. If you are not receiving notes, please let us know. Most notes are posted outside the preschool door by the front entrance. Please check to see that you have received all correspondence.

ASSESSMENT & CHILD DEVELOPMENT

Assessment Plan

The following assessments will be used by the District Preschools to report progress to parents, inform classroom instruction, and provide teachers with clear ideas for curriculum development and daily planning. The assessments also aid the preschool staff in making overall sound decisions about curriculum, teaching practices, and program improvement and reporting accountability of the program to the State of Colorado under Results Matter and Universal Preschool Colorado.

- Teaching Strategies GOLD
- Preschool Early Literacy Indicators (PELI)
- Early Math Indicators (EMI)
- Multi-Tiered Systems of Support (MTSS)
- Additional formative/summative assessments as needed
- Special Education evaluations as required within a child's IEP

Conditions and Methods of Assessment

All assessments are administered one-on-one by the classroom teacher or paraprofessional within the classroom setting or in play-based settings through recorded observations. If necessary, a child may be assessed outside the classroom by their teacher due to the distractibility of the classroom environment. While interacting with children, teachers are constantly assessing strengths, needs, and interests, which results in additional assessment information and planning for individualized teaching. Additionally, these interactions and assessments strive to be sensitive to the family culture, experiences, children's abilities and disabilities, as well as the home language of the child.

Assessment of children may be delayed or re-administered due to the child's illness or the child's emotional well-being.

Healthy Development Screening and Referral

As a Universal Preschool Colorado (UPK) provider, Johnstown-Milliken Preschool supports the healthy development of each child through ongoing observation, developmental assessment, family partnership, and referral when concerns arise. Preschool staff monitor children's

development and progress throughout the school year using developmentally appropriate assessments, observations, and information provided by families.

Families are important partners in the developmental screening and assessment process. Results and developmental concerns are shared with families, and families are encouraged to discuss any concerns they may have about their child's development with their child's teacher or preschool administration.

When screening, assessment, classroom observation, or information provided by a family indicates that a child may need additional support, preschool staff will work with the family to determine appropriate next steps and provide information about available resources. Supports may include classroom interventions, additional screening or assessment, community resources, or referral to the Weld RE-5J Child Find Team when a disability is suspected.

Child Find provides evaluation and identification services for children who may be eligible for special education services under the Individuals with Disabilities Education Act (IDEA). Families may also request a Child Find evaluation at any time if they have concerns about their child's development.

Screening, assessment, referral information, and family communication will be provided in a manner that is responsive to each child's developmental abilities, culture, and home language. Interpretation and/or translation services are available when needed.

Students for Whom a Disability Is Suspected

The District Preschools work cooperatively with the Weld RE-5J Child Find Team in the assessment, identification of needs, and programming for preschool children. When a disability is suspected, the child may be referred to Child Find for evaluation in accordance with IDEA requirements. Families may also contact Child Find directly if they have concerns about their child's development. Licensed teachers and related-service providers provide special education services within the preschool for eligible children.

ARRIVAL, DISMISSAL & SUPERVISION

Drop Off and Pick Up Process

1. The doors to the classroom will open promptly at the time preschool begins and ends, respectively. Upon arrival, sign your child into preschool and wait outside the classroom until the teacher greets you.
2. The teacher will take attendance after all students have arrived.
3. At dismissal time, wait for your child outside the classroom and sign your child out at this time.
4. Only the parent, guardian, or authorized person 18 years or older may take a child from the preschool. Be sure your written form authorizing your child's pick-up is up to date.
5. If an unauthorized person attempts to take a child, the parent will be notified, and the child will not be released.
6. If a parent's written or verbal permission allows someone not known to the staff to pick up your child, a picture I.D. of that person will be required.
7. Please drive slowly and carefully around the preschool classroom settings. Be sure to use the crosswalks and have your child stay with you at all times.

Late Pick Up

Emergencies are understandable; however, preschool-aged children are often very upset when parents or guardians arrive late. Please be on time. Preschool dismisses at 11:30 am, 3:30 pm, and 3:45 pm. If a child's parent or guardian is late, the child will stay with preschool staff, and every effort will be made to call numbers noted on the emergency form for one hour. If a parent cannot be reached after one hour, the Weld County Department of Human Services will be contacted along with the Police Department. This is to ensure safety.

Emergency Release of Children

During an emergency or emergency reunification, children will be released only to a parent, legal guardian, or other individual authorized to pick up the child. Staff may require photo identification before releasing a child. Families are responsible for maintaining current emergency contact and authorized-pickup information.

Supervision of Children and Lost Children

Direct supervision is maintained at all times. Appropriate teacher-to-child ratios are always maintained as outlined by the state of Colorado, with increased supervision on field trips as needed. Sign-in sheets are checked periodically throughout the day, as well as frequent counting of children to make sure all are accounted for.

If a child should become lost, the director and school principal are notified immediately, and a search party is organized, checking all possible hiding places and taking care to ensure that the other children are safe and well-supervised. If the child has not been found

in 10 minutes, the police and parents are notified. The principal or teacher will continue the search with community personnel until the child is found.

Child Separated From the Group

If a child is discovered to be separated from their assigned group or outside the supervision of their assigned staff member, staff will immediately take action to locate the child while maintaining supervision and safety of the remaining children. Preschool administration will be notified immediately.

Parents/guardians will be notified of the incident, and appropriate documentation will be completed. When circumstances require notification of law enforcement, child care licensing, or another authority, preschool administration will ensure that required notifications are completed.

Following the incident, preschool administration and staff will review the circumstances that contributed to the separation and implement any necessary changes to supervision, transitions, staffing, environmental arrangements, or procedures to reduce the likelihood of recurrence.

Personal Belongings and Money

Children will have an individual cubby to place their personal belongings in. If at all possible, all money and toys should be left at home. The playground and classroom are well-equipped for

the children's needs. If your child does bring a personal item to school from home, the school assumes no responsibility for loss, theft, or damage to these items. Please label all belongings with the child's full name.

HEALTH, NUTRITION & PERSONAL CARE

Illness, Accidents, Injuries, and Health

Children who become ill while at preschool will be supervised in an area separate from other children, when appropriate, while maintaining appropriate staff supervision. A parent/guardian or authorized emergency contact will be notified and asked to pick up the child when the child is unable to participate comfortably in program activities, requires care beyond what staff can reasonably provide, or when exclusion is required by applicable health guidance or District procedures.

If a child is injured, staff will provide appropriate first aid and assess the need for additional medical care. Parents/guardians will be notified of injuries and accidents as appropriate based on the nature and severity of the incident. Emergency medical services will be contacted when immediate medical attention is necessary, and the parent/guardian will be notified as soon as possible.

Accidents, injuries, illnesses, and other health-related incidents will be documented as required by child care licensing, District procedures, and applicable health requirements.

Handwashing Rules

1. Use liquid soap and running water
2. Rub hands vigorously for at least 20 seconds, including the back of hands, wrists, between fingers, under and around any jewelry, and under fingernails. 3. Rinse hands well!
3. Dry your hand with a paper towel or a dryer.
4. Avoid touching the faucet with just-washed hands.
5. Turn off the water handle with a paper towel.

Adult and Volunteer Handwashing Requirements - 20 seconds

- On arrival for the day
- After diapering or using the toilet
- After handling body fluids
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After water play
- After handling pets and other animals
- After handling sand, dirt, or surfaces that might be contaminated by contact with animals
- Before and after feeding a child.
- Before and after administering medication.
- After assisting a child with toileting, even if you wear gloves.
- After handling garbage

Children's Handwashing Requirements - 20 seconds

- Upon arrival for the day
- After using the toilet
- After handling body fluids
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking
- After water play
- After handling pets and other animals
- After handling sand, dirt, or surfaces that might be contaminated by contact with animals.
- After handling garbage
- After cleaning

Medications, Sunscreen, and Insect Repellent

Medications, prescription and over-the-counter, may be administered to a child only if the child's record documents that the parent or legal guardian and the child's physician have given permission. An administrator or teaching staff trained and evaluated by the school district nurse will administer the medication and practice the six right practices of medication administration:

1. Right Student
2. Right Medication
3. Right Dosage
4. Right Time
5. Right Route
6. Right Documentation

All medications must be labeled with the child's first and last names, be in the original container, and be labeled with the child's licensed health care provider. Prescription medication must be on the original prescription label that details the name, the strength of the medication, and instructions on how to administer and store it.

All medications at school are kept in a locked cabinet.

According to the Rules Regulating Child Care Centers 7.702.52D12, sunscreen is required for all children. Parents are asked to apply sunscreen to their children every day before they arrive at school or give permission for the school to apply sunscreen to their children. If the school applies sunscreen to your child, parents are asked to supply the school with state-approved sunscreen labeled with the child's first and last name. The sunscreen must be in the original container and have directions for application. Parents will initial on the sign-in sheet as to whether sunscreen has been applied.

Insect repellent is not applied at school. If you would like your child to wear insect repellent, we suggest you apply it before coming to school.

Meals and Snacks

Snacks are provided by the school district during regularly scheduled snack times. Full-day preschool students are also provided meals in accordance with the school meal program. Families have access to school menus through District communication systems and/or the District website.

Families must notify preschool staff of known food allergies, dietary restrictions, or medically necessary special diets. Information regarding food allergies and dietary needs will be communicated to appropriate staff while maintaining student confidentiality.

The preschool will work with families, school nutrition services, and appropriate health personnel to provide reasonable accommodations for children with documented food allergies or special dietary needs in accordance with District procedures.

Classroom treats must be prepackaged or store-bought. Families should consult the classroom teacher regarding classroom food allergies before sending food for classroom celebrations.

Classroom Parties

Parents are strongly encouraged to attend classroom parties. However, due to our licensing rules and regulations around ratios, siblings under the age of 5 are not allowed to attend the parties. We understand that this may be difficult, but we appreciate your cooperation.

Diapering and Toilet Training

Diapers are changed as needed when the child is wet or soiled, every 1 1/2 hours or as requested by parents. Disposable diapers or pull-ups are provided by the parents and kept in the child's backpack. Clothing that is soiled by urine or feces is immediately placed in a plastic bag and sent home that day for laundering. Staff changes children in designated changing areas within the bathrooms.

When the child is developmentally ready and can verbalize the need, preschool staff will help with toilet training. The goal is to support the efforts of the child at school and the efforts of the parents at home. The child will be asked to sit on the toilet at regular intervals and rewarded if they go potty. At the next stage, the child will be rewarded only if they come to the bathroom dry and goes potty.

As children are toilet trained, they are encouraged to use the bathroom and are encouraged towards independence as much as possible. It is important for a child to be in charge of pulling pants up and down and changing wet clothes to the best of their ability. Accidents are not considered problems; children will always be praised for their efforts.

SAFETY, EMERGENCIES & ACTIVITIES

Reporting Child Abuse

Preschool staff are mandatory reporters under Colorado law. Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect will make a report as required by law. Reporting concerns to a supervisor or administrator does not replace an individual mandatory reporter's legal responsibility to make the required report.

Reports involving suspected child abuse or neglect may be made to:

By Phone: Call 1-844-264-5437 (1-844-CO-4-KIDS) to speak with a hotline specialist. Spanish-speaking specialists are also available.

Online: Submit details through the online [Weld County Child Protection Referral Form](#).

Preschool staff will follow applicable Colorado law and Weld RE-5J School District procedures regarding mandatory reporting and documentation.

Emergency and Disaster Preparedness

The Early Learning Centers follow Weld RE-5J School District and school emergency procedures and maintain plans for responding to emergencies and disasters. Emergency procedures include, but are not limited to, fire, tornado/severe weather, evacuation, shelter in place, lockdown, active shooter on premises, and other situations requiring emergency action.

Staff receive information and training regarding emergency procedures and participate in required emergency drills. During an emergency, staff are responsible for maintaining supervision of children, accounting for all children, and following established emergency procedures.

Emergency plans address the individual needs of children with disabilities and children with access or functional needs. Necessary accommodations, mobility needs, communication needs, medications, medical plans, specialized equipment, and other supports will be considered when planning for evacuation, sheltering, and reunification.

Emergency Parent Notification and Family Reunification

In the event of an emergency or disaster, families will be notified using the District's established emergency communication systems as soon as circumstances safely allow.

If children must be evacuated or relocated, families will receive information regarding the designated reunification location and procedures for picking up their child. Children will remain under staff supervision until released to an authorized parent, guardian, or other authorized adult in accordance with preschool release procedures. Identification may be required before a child is released.

Continuity of Operations Following an Emergency or Disaster

The Early Learning Centers will follow Weld RE-5J School District procedures for continuity of operations following an emergency or disaster. District and preschool administration will determine whether the program can safely remain open, relocate, temporarily close, or resume operations.

Families will be notified regarding changes in location, schedule, closure, reopening, or other changes affecting preschool services. The program will work with District personnel to maintain essential student records, communication systems, health and safety information, and services necessary to support children following an emergency or disaster.

Field Trips

Field trips are designed to provide students with quality educational learning experiences outside the school. Effective supervision is essential for these experiences to be successful. The Preschool staff has the responsibility to choose the parent volunteers from their class that will assist with each field trip. A cell phone will be taken in case of an emergency.

If a student arrives at school after the class has left on a field trip, the child must return home with a parent or guardian. We are unable to make alternative arrangements for children who arrive late.

Media, Internet, Television, and Video Use

Television is not routinely viewed in preschool classrooms. Videos or other digital media may occasionally be used when they are developmentally appropriate, educational, and directly related to classroom curriculum or learning activities. Video viewing will not exceed 30 minutes per month.

Technology and media will not replace active play, hands-on learning, social interaction, outdoor experiences, or teacher-child interaction.

When internet-connected technology is used with children, staff will provide direct supervision and ensure that content is appropriate for preschool-aged children and supports an identified educational purpose.

The Early Learning Centers serve children younger than age five; therefore, the requirement for ongoing instruction regarding online safe practices for children over age five is not applicable to the preschool program.

Recalled Toys, Equipment, Furnishings, and Food

The Early Learning Centers routinely monitor information regarding recalls of toys, children's equipment, furnishings, food, and other products used by children.

When the program becomes aware that an item used by the preschool has been recalled or determined to present a safety concern, the item will be immediately removed from children's access and use. Preschool staff and administration will follow manufacturer, District, health department, licensing, or other applicable guidance regarding return, disposal, repair, or

replacement of the recalled item.

Food subject to a recall will not be served to children and will be removed from the preschool food supply in accordance with applicable District food-service procedures.

SOCIAL-EMOTIONAL & BEHAVIORAL SUPPORT

Positive Guidance and Social-Emotional Support

The Early Learning Centers use positive, developmentally appropriate approaches to guidance and behavior. Staff recognize that behavior is a form of communication and work to understand the purpose or function of a child's behavior while teaching the skills the child needs to participate successfully in the preschool environment.

Our program uses positive behavioral supports, Multi-Tiered Systems of Support (MTSS), and Pyramid Model practices to promote children's social, emotional, and behavioral development.

Staff promote responsive and positive relationships among children, staff, and families by creating welcoming environments, developing trusting relationships with children, maintaining ongoing communication with families, acknowledging children's strengths, and responding consistently and respectfully to children's needs.

The Early Learning Centers maintain a program-wide culture that promotes children's mental health and social-emotional well-being. Classrooms provide predictable schedules and routines, clearly taught expectations, visual supports, opportunities for choice, developmentally appropriate calming and regulation strategies, and environments designed to promote children's sense of safety and belonging.

Teachers explicitly teach social-emotional skills including identifying and expressing emotions, self-regulation, problem-solving, friendship skills, sharing, turn-taking, communicating needs, and interacting positively with peers and adults. Staff model appropriate behavior, acknowledge positive behavior, redirect children when appropriate, and use natural and logical consequences when developmentally appropriate.

When a child demonstrates persistent or significant challenging behavior, staff work with the family and appropriate school personnel to understand the behavior and identify individualized supports. Information may be gathered through observation, family input, developmental and assessment data, and review of environmental factors and antecedents. The team may develop and implement an individualized positive behavior support plan designed to teach replacement skills, reduce challenging behavior, and support the child's successful participation in preschool.

When additional expertise is needed, the program may consult with appropriate specialists, including special education staff, school psychologists, related-service providers, Child Find personnel, and/or an early childhood mental health consultant or other qualified specialist.

Positive guidance strategies may include environmental modifications, redirection, visual supports, choices, teaching replacement skills, sensory or regulation supports, use of a designated calming area, positive reinforcement, and individualized supports.

Physical intervention is used only when necessary to protect a child or another person from imminent harm and will be consistent with applicable District procedures and requirements.

Prevention of Suspension, Expulsion, and Requested Withdrawal Due to Behavior

The Early Learning Centers are committed to reducing and preventing suspension, expulsion, and requests for families to withdraw children because of challenging behavior.

When behavioral concerns arise, staff will work collaboratively with the child's family and appropriate school personnel to understand the child's behavior and identify supports that promote the child's successful participation in preschool.

Prior to considering suspension, expulsion, or requesting that a parent or guardian withdraw a child because of behavioral concerns, the program will document efforts to understand and respond to the behavior. Depending upon the individual child and circumstances, these efforts may include:

- Communication and collaboration with the child's family;
- Observation and documentation of the behavior, including circumstances that occur before and after the behavior;
- Review of classroom routines, expectations, environment, and adult responses;
- Implementation and documentation of developmentally appropriate positive guidance strategies and interventions;
- Use of MTSS and/or team-based problem-solving processes;
- Development and implementation of an individualized positive behavior support plan when appropriate;
- Consultation with appropriate specialists, including an early childhood mental health consultant or other qualified professional when needed; and
- Consideration of whether a disability is suspected and whether a referral to Child Find or other evaluation process is appropriate.

For children with disabilities or suspected disabilities, all applicable requirements of the Individuals with Disabilities Education Act (IDEA), Section 504, and District procedures will be followed.

Any decision regarding suspension, expulsion, or requested withdrawal will be made in collaboration with preschool administration and appropriate District personnel after reasonable interventions and supports have been considered and documented, except when immediate action is necessary to address an urgent health or safety concern.

Notification of Program Withdrawal

If a parent must remove a child from the preschool program, two weeks' notice is appreciated. If the preschool program needs to discontinue services to a child, parents will be contacted and asked to meet with preschool personnel. A decision will be made at the meeting about discontinuing services or providing alternatives.

Kindergarten Transition

Children who are five years old on or before October 1st of the upcoming school year are eligible for kindergarten. There will be a kindergarten round-up in March to register your child. In the fall, parents will have the opportunity to meet the kindergarten teachers and

learn about kindergarten expectations. Children who have IEPs as part of special education will have a transition meeting before their kindergarten year. Children who have been in the MTSS/RtI process will also have a transition meeting with the kindergarten teacher and/or principal.

The Weld County School District RE-5J does not discriminate on the basis of disability, race, creed, color, religion, sex, sexual orientation, national origin, ancestry, genetic information, conditions related to pregnancy or childbirth, age, or other protected class in its programs and activities, including employment, and the Title IX Coordinator has been designated to handle any inquiries regarding the non-discrimination policies.