***Webster Elementary***

***An AVID Elementary School***

****

**Parent-Student Handbook**

**2021-2022**

**Mrs. Rachel Finch, Principal**

**Mrs. Patricia Gioscia, Assistant Principal**

**445 Jersey Lane**

**Colorado Springs, Colorado 80911**

**(719) 391-3435**

**https://www.wsd3.org/Domain/20**

**School Hours: 7:15 a.m.-3:45 a.m.**

**Student Hours: 8:00 a.m.-2:40 p.m.**

**VISION AND MISSION STATEMENT**

**Vision: The staff, students, families, and community of Webster Elementary envision working as a collaborative team to empower and prepare every student to reach their full potential so they can be confident, self-reliant, and contributing members of society.**

**Mission: Our mission is to prepare students for college and career readiness by utilizing AVID building blocks and developing a positive school culture and climate.**

## Covid-19 Disclaimer

## There may be changes to items in the handbook based on guidance from the El Paso County Health Department and Widefield School District 3. Should any changes to scheduling, practices, or polices arise, the school will communicate with families via Remind messages.

## **ACCESS TO DISCIPLINARY RECORDS**

## Teachers or counselors may examine student disciplinary records maintained by the building administrator for students with whom they have direct contact. Parents and guardians may also examine student records as provided by board policy and applicable law. Access shall be granted to the teacher, counselor, or parent within a reasonable period of time following the request. Parents, guardians, and staff members shall be given written notice at the beginning of each school year regarding their opportunity to review student disciplinary records. Teachers and counselors shall not copy or take disciplinary records or information with them from the file and shall not disclose the information to any other person.

**ACCIDENT OR ILLNESS AT SCHOOL**

If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as possible. In the event of a serious injury, all students should make it their responsibility to see that a teacher or the office is notified at once. A staff member will then take the proper steps to handle the particular situation. An attempt to contact parents/guardians will be made first if necessary. If there is no response, the emergency number will be called, followed by the family physician or hospital. **Please be sure the school has up-to-date information on home, cell and work phone numbers.**

## ADMISSION

When enrolling a school in the District for the first time, students are to present a birth certificate or other documentation to verify age. In accordance with Colorado Law, CRS 25-4-900, all students enrolled in public school are required to have a certificate showing required completion of immunizations. In addition, our school requires proof of residency. If a challenge prevents you from meeting these criteria, please see an administrator.

## **ASSESSMENTS**

## Students participate in a variety of district and state assessments that provide diagnostic information and measure mastery of standards. The Colorado Measures of Academic Success (CMAS) assesses students on the grade level Colorado Academic Standards for English Language Arts, Mathematics as well as in Science and Social Studies. The grade levels for the different assessments are determined by the Colorado Department of Education. Prior to testing, students and parents will receive testing information and schedules via the school website and newsletter. English proficiency for English Language Learners (ELL) will be determined using the WIDA-ACCESS assessment in grades K-12. District assessments will generally be administered at the beginning, middle, and end of the school year to determine a student’s “benchmark” status (mastery of grade-level standards and expectations). At this printing, elementary assessments include STAR Reading and STAR Math in grades 2-5 and DIBELS Next for grades K-5. Common formative assessments (grade level, school, and/or district created) may be used at the discretion of the school and district to measure the progress of students as they work toward mastery of grade level expectations in a variety of content areas.

## **ATTENDANCE**

Regular attendance is vital to the ongoing continuity of the educational program. Make-up work never compensates for school attendance. We encourage consistent school attendance; however, please do not send your child to school if he/she is not feeling well.

In determining whether or not an absence should be denoted as excused or unexcused, a school administrator may require suitable proof regarding the nature of an absence. According to WSD3 Student Attendance Policy (JH), excused absences are defined as the following:

1. a student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
2. a student who is absent for an extended period due to physical, mental or emotional disability.
3. a student who is pursuing a work-study program under the supervision of the school.
4. a student who is attending any school-sponsored activity or activities of an educational nature with **advance approval** by the school administration.
5. extenuating circumstances as approved by the school administration for reasons not defined above. Extenuating circumstances may include, but are not limited to, matters arising out of circumstances reasonably beyond the control of the student with due consideration for the alternatives available to the student, matters arising out of circumstances relating to the welfare of the school district or community, and similar matters relating to the welfare of the school district and students.

Attendance will be taken within the first 10 minutes of the school day. It will be our policy to notify parents of any students about whom we have had no report. Students will receive an excused tardy due to a doctor's appointment or other scheduled appointment only. **THIS POLICY IS FOR THE PROTECTION OF YOUR CHILD. IN ORDER TO MAKE IT MANAGEABLE, PARENTS MUST NOTIFY THE OFFICE IN ADVANCE OF ALL ABSENCES OR TARDIES. Please report any absences or tardies by 8:30 AM by calling 391-3436. If seeking approval for excused absences incurred by attending activities outside of school, please submit your request in writing to the building principal at least one week in advance.**

 **AVID**

Webster is an AVID elementary school. AVID Elementary provides a model of success for students and is embedded in daily instruction. Students learn organizational skills as well as strategies to support their learning such as critical thinking skills, note-taking strategies and study skills. As part of this, our teachers also receive ongoing training on effective instructional strategies. You will notice the promotion of an atmosphere that focuses on having a growth mindset as well as college and career readiness. As a beginning step to teaching students organization, each student will receive a green home-school communication folder that will be used by teachers to send home work as well as communicate information to parents. Students in grades three through five are required to utilize planners and have them signed by parents daily. Required supplies for AVID are indicated on the Webster supply list.

**BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS/SKATE SHOES**

It is recommended that only students in first grade and above ride bicycles to school. It is also strongly encouraged that students wear a helmet if riding a bike to school. Bicycles must be walked once the student is on school property. Bikes need to be parked and locked in the racks provided. Each student is responsible for locking his/her bike. Scooters, rollerblades, skateboards, and all other riding devices must be left home. **Skate shoes (i.e. Heelys, etc.) are not permitted to be worn at school with functioning wheels. Wheels must remain hidden and unused during school hours.**

## **BOARD POLICY**

Board policies can be fully accessed by stakeholders by visiting us online at wsd3.org and clicking on the “Board Policies” link under the Board of Education tab.

## **BREAKFAST & LUNCH**

Hot breakfast and lunch is available at school each day. A monthly menu is posted on the district website to inform you of the daily choices. Students who do not wish to purchase a hot lunch may bring a cold lunch.

Widefield School District 3 is happy to announce that the USDA has extended waivers through the 2021-2022 school year that allows children from 0-18 to be able to receive free meals (breakfast and lunch). There will be no cost to students to eat meals for this school year.

WSD#3 does participate in the Federal Free and Reduced Program to provide nutritious meals. We are still requesting that families fill out meal applications for the Free and Reduced program for the school year. While the meals are free, this application gives other benefits. This can provide funding to the schools and give benefits to the families such as activity discounts and Pandemic Electronic Benefit Transfer (P-EBT). You can contact the Nutrition Office at 718.391.3560 for more information on these programs. Paper applications will be provided at the beginning of the school year for each student. Applications DO NOT need to be filled out per student, one application per family is sufficient. Applications can be completed online and are strongly encouraged. The link is located at [www.wsd3ns.com](http://www.wsd3ns.com). Please include all household members on the application to include infants, children that are not in school, college students and all adults whether or not they receive income.

**BUILDING ACCOUNTABILITY ADVISORY COMMITTEE**

The Building Accountability and Advisory Committee (BAAC) provides parents, staff, students and interested citizens an opportunity to participate in the planning and accountability process. The committee is asked to act in an advisory role to the principal, serving primarily as a representative group for the community between and within the school, the school community, and the district. **Persons interested in serving on the committee are asked to contact the assistant principal.**

**BULLYING**

Bullying is a repeated written or verbal expression, or physical or electronic act or gesture, or a pattern thereof that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student in the school building, on school grounds, in school vehicles, at school bus stops, and at school activities or sanctioned events.

A student who engages in bullying is subject to appropriate disciplinary action including (but not limited to) detention, loss of privilege, in-school detention, change in placement, out-of-school suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

## **BUSES**

Bus service will be provided for students who reside within the school’s boundaries and live more than 1 and ½ miles from school.

It is important that students be transported under safe conditions. Willful violation of safety rules shall be sufficient cause for students’ privilege of being transported to and from school by school bus to be revoked. Bus transportation is not a required service by law; it is provided as an option by the local school board. Full cooperation is expected from those who benefit from this service.

**Bus Rider Rules and Regulations**

1. Only students who are assigned to a bus may ride that bus.

2. Students must be five minutes early at the designated school bus stop.

3. For safety reasons, students must stay off the road while waiting for the bus. Bus riders should

 conduct themselves in a safe manner and should be respectful of private property while waiting for the bus.

4. Students should wait until the bus has come to a complete stop before approaching to load the bus. A safe distance would be to wait

 approximately six feet away from the side of the bus or on the curb.

5. Students must be careful when moving toward the bus. Pushing and shoving may lead to a serious accident.

6. Students may NOT transport pets or large objects on the bus.

**While on the Bus**

1. For safety reasons, students must keep their hands, arms, head, etc., inside the bus at all times after entering and until leaving the bus.

 Permission must be asked of the driver to open windows or doors.

2. No food or drink will be permitted on the bus.

3. Smoking is prohibited.

4. Students are expected to assist the driver with keeping the bus safe and sanitary.

5. Loud talking, laughing, or screaming causes confusion, diverts the driver’s attention, and could result in a serious accident.

6. Students must treat the bus equipment as valuable furniture. Defacement of school district property will result in disciplinary action

 and notification of law enforcement authorities.

7. Bus riders should never tamper with the bus or any of its equipment.

8. Students must keep the bus aisle clear at all times. Everything brought on the bus should be kept on laps or under the seat.

9. For safety reasons, no animals, matches, weapons, tools, controlled substances, or hazardous materials, etc. will be permitted on the

 bus.

10. Drivers are not responsible for articles left on the bus.

11. Students are expected to help look after the safety and comfort of fellow passengers, especially smaller children.

12. Wastebaskets are provided on each bus, so please do not throw away anything inside the bus or out of the bus window.

13. Students shall remain seated with backs against the seat. Standing is permitted only when loading or unloading at the student’s

 designated bus stop. **The bus driver IS permitted to assign seats.**

14. Horseplay is not permitted on or around the bus for safety reasons.

15. Bus riders should be courteous to the bus driver, assistant, and each other. Discourteous, disrespectful behavior will not be tolerated.

16.Riders are expected to be courteous to people outside of the bus. Obscene or antagonistic gesturing will not be tolerated.

17. Students must be quiet when approaching a railroad crossing.

18. In case of emergency, students should remain on the bus unless directed by the driver to evacuate. During evacuations, students must

 remain in the immediate area and comply with the directions of the bus driver. Drills are designed to ensure safety in the event of an

 emergency.

**After Leaving the Bus**

1. After leaving the bus to cross the street, students must pass only in front of the bus **(10 feet in front).**

2. The driver will not willingly discharge riders at places other than the regular bus stop without authorization from the transportation

 supervisor.

**Extracurricular Trips**

1. The above rules and regulations apply to any school-related trips.

2. Students shall respect the wishes of the chaperone.

## **CELL PHONES**

Cellular phones: Although we understand that cell phones are useful tools for parent/student communication, we must maintain an academic environment within the building. Cell phones are not to be seen or heard during the hours of 8:00-2:40 (including recess) and should be turned off indoors. Students using cell phones are only permitted to use them before or after school while they are outside of the building. Cell phones that are seen or heard within the building may be collected and returned to the student at an appropriate time. Students causing a disruption within the classroom with a cell phone may be given consequences applicable to a disruptive student. The school will not be responsible for lost or stolen personal property. Repeated cell phone infractions will result in the phone being confiscated and appropriate consequences will apply.

## **CHANGE OF ADDRESS/TELEPHONE #**

The current addresses and telephone numbers of all students are necessary for proper accounting and communication procedures. If a student’s telephone number, place of residence, mailing address, babysitter, parent’s place of employment or work number changes during the school year, the student or parent must report the changes and/or new telephone number to the school office or update it online.

**CHILD ABUSE AND/OR NEGLECT**

A Colorado Statute (19-10-102 to 115) requires the reporting of these cases to the appropriate county department or local law enforcement agency.

In the new child abuse bill enacted in the 1976 session, the “school official or school employee” is listed as one of the persons required to report abuse or neglect. The new bill goes further to state that any person who is listed to report, who willfully fails to report a case of child abuse or circumstances, or conditions which would reasonably result in child abuse “commits a class two petty offense and upon conviction thereof, shall be punished by a fine not to exceed $200.00 and shall be liable for damages proximately caused thereby.” **No person who reports a case of suspected child abuse can be sued for making a good faith report.**

**COMMUNICATION**

1. A monthly newsletter will be emailed to families and will also be posted on the school’s website.
2. Report cards are sent home once per quarter as well as midterms.
3. You are welcome to visit the school and classroom. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. **Please note it is required for visitors to sign in at the office before visiting a classroom.**
4. Anytime you have a question about your child’s progress at school, please contact the classroom teacher.
5. We encourage you to call the school at any time if you have any questions or concerns. Administrators are available by appointment to meet with parents throughout the week. We ask that you call 391-3435 to arrange any meetings. Administrators will respond within 24 hours to any calls.
6. Parents must register for the Parent Portal in Infinite Campus. Attendance can be checked for grades K-5. Grades can be checked in grades 4-5.
7. We communicate important information through email blasts regularly as well as Remind. Please be sure we have an updated email address on file and that you have set up your Remind account for district, building and classroom communications.

## **COMMUNITY USE OF THE BUILDING**

Any citizen, club, or organization within Widefield School District #3 boundaries may request use of the building/grounds, subject to the regulations for such use as approved by the Board of Education. Information on use of facilities may be obtained by contacting our office at 391-3435.

**CLASSROOM TREATS/SNACKS**

Parents/guardians who wish to provide treats/snacks for birthdays or for any other holiday must make arrangements with their child’s teacher prior to bringing the treats/snacks to school. If the provision of treats/snacks is not pre-arranged, treats/snacks may not be allowed in the classroom. Treats and snacks provided by parents/guardians must not include trans fats as defined by Federal and State Law. Industrially produced trans fats are foods with “vegetable shortening, margarine, or any type of partially hydrogenated vegetable oil that contains more than zero grams of trans fat per serving as labeled,” and include but are not limited to soda water, water ices, chewing gum, jellied candy, hard candy, marshmallow candies, fondant, licorice, cotton candy, candy coated popcorn (Policy ADF). Food items must be store bought with ingredient and nutrition labels clearing stating “0 grams trans fat”. Please be sure to contact your child’s teacher or the front office and arrange for 24 hour notice before bringing treats. This allows us to maintain a safe environment for all students with or without food allergies.

## **COUNSELING**

The Guidance and Counseling Services will further help reach the needs of each individual student. The counselor is a catalyst for the teacher/student/parent relationship. The three major functions of the counselor are:

1. Counseling with students
2. Consultation with faculty and parents
3. Coordination of the counseling and guidance program

The goals and concerns of the elementary guidance program are committed to the development of all children. Professional counselors realize these goals through the combination of counseling, consulting, and coordinating the guidance activities in the counselor's program--a program that should provide dynamic and worthwhile learning experiences for all children. Professional counselors do not supersede the home, but rather complement and implement in terms of the objectives and goals of American education. The counselors are concerned with the developmental needs of children; the counselors provide opportunities for the child to deal with tasks of learning which are consistent with his/her needs and abilities. We encourage parents to contact the counselor by calling the main office at 391-3435 at any time. We also have a full time military counselor (MFLC) available for our military students and families.

## **DANGEROUS WEAPONS IN THE SCHOOL**

The Board of Education determines that possession and/or use of dangerous weapons as defined in this policy is detrimental to the welfare and safety of students and school personnel within the District.

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited unless permission has been granted by the school administration. For purposes of this policy a dangerous weapon shall include a weapon or device capable of producing death or serious bodily injury or which, in the discretion of the school administration, poses a threat to school personnel or students. Examples of dangerous weapons include, but are not limited to revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, incendiary device, any knife or noxious substance. Violations of this policy shall be cause for a parental/guardian conference and/or for contact with an outside agency. The student will be suspended from school and may be recommended for expulsion. The expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon in a school building or on school property as provided by state law.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis, and in accordance with state and federal laws.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms. This policy shall also apply to any replica of a gun or firearm, or any other object, which may be or is intended to be used to represent a gun or firearm, to convince an individual or group individuals that such replica or other object is a gun or firearm or to frighten or intimidate an individual or group of individuals.

(BOARD POLICY JICI)

## **DISCIPLINE: AGREEMENT AND CONSEQUENCES/PBIS (Positive Behavior Intervention and Support)**

At Webster, we attempt to create the best climate possible for students to learn and achieve. As a result, our behavioral expectations for students are high. Webster is a Positive Behavior Intervention and Support school. We use the acronym ROARS to symbolize our school-wide focus on respect, on-task behavior, aim for excellence, responsibility and safety. **Please refer to the matrix included in this handbook which outlines expectations for students in all areas of the school. Students will be held accountable for adhering to these expectations. In addition to consequences, we also promote positive reinforcement and the use of restorative practices to promote positive behavior.**

When a student is sent to the office for discipline reasons, we have developed a number of interventions that teach and refocus students. When working with students, we attempt to go through a discipline progression to remediate student behavior. Prior to receiving an office referral, a student may receive a classroom referral from the teacher for a minor behavior, and the parent will be contacted. Classroom referrals provide an opportunity to reteach expectations and to utilize classroom level consequences before a student is referred to building administrators. After three classroom referrals for minor behavior, a student will receive an office referral.

The following are possible interventions used at Webster: Verbal redirection and review of expectations, structured or loss of recess, lunch and/or afterschool detention, in school detention, and out of school suspension. Please refer to district policy JICDA for the full Code of Conduct. We are implementing restorative practices that focuses on repairing relationships, and holding students accountable for their actions.

**DISMISSAL**

Children are to go directly home after dismissal from school or special activity. No one will be allowed to remain on the school grounds unless supervised. Students may not return to the playground until 3:15 pm. Please remind your children not to go to anyone’s house after school without making prior arrangements with you. In addition, students are not permitted to ride the bus with another student unless prior permission has been given by the district’s transportation department.  **IF STUDENTS ARE DETAINED AFTER SCHOOL FOR LONGER THAN 15 MINUTES, PARENTS WILL BE NOTIFIED and TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.**

**All classes and activities are dismissed at the posted times. If you fail to pick up your child on time, your emergency contact will be notified and asked to assume care for your child. If we cannot reach or contact anyone listed on the child's registration form by 4:00pm, the next step is to contact the local police department to arrange for your child’s return home.**

## **DISMISSAL DURING SCHOOL HOURS**

1. Please send a note with your child if it is necessary for him/her to be picked up early.
2. Students **MUST** be signed out by a parent or guardian in the office before leaving school. For safety reasons this person must be listed in Infinite Campus.
3. Under no circumstances are students to be excused directly from their classroom or playground.
4. Emergency contacts are allowed to pick students up if they are listed on the student’s information sheet. However, parents must contact the office to arrange for others to pick up their child.
5. Students will not be called out of the classroom to wait in the office for a parent’s arrival. Students will be called down once the parent arrives and the parent/guardian is in the building to sign out the student. This is to minimize the interruption of instructional time and to ensure the safety of our students.

## **DRESS CODE**

Attire, styles, and modes of appearance for Webster Elementary students are those which are not detrimental to the learning environment in the school and the safety and general welfare of all students and faculty. The school policy is as follows: **“Student dress and grooming shall conform to responsible standards** **of neatness, cleanliness, and modesty.”** Webster will take a conservative position regarding student dress. All clothing shall be worn in the manner in which it is designed to be worn. Shirts must have straps with a width of three fingers/inches and bottom garments must be longer than the tip of the middle finger on a fully extended arm. Additionally, no headwear will be worn in the school building. Any attire that is sexually suggestive, advertises a pro-drug/alcohol message, or suggests any gang promotion or involvement is inappropriate and will not be allowed on school grounds. If you question whether or not your appearance or dress is acceptable, it is probably not in harmony with the intent of the rules. Anything that disrupts the learning process will be considered inappropriate. Willful disregard for school rules may result in suspension from school. (Board Policy JICA)

## **DUE PROCESS**

The determination of valid and rational rules and regulations for the operation of a school district rests primarily with the Board of Education. The guidelines, procedures, and policies for balancing individual interests when constitutional rights are involved are available to all persons in the public school community, regardless of status. Students and parents are encouraged to consult with their school principal if there are any questions regarding due process in: 1. Special Education; 2. Suspension, Expulsion, Denial of Admission; 3. Student Records; 4. Non-discrimination/Equal Educational Opportunity, or 5. Section 504.

**ELECTRONIC EQUIPMENT AND TOYS**

Electronic equipment (cell phones, tablets, portable game systems, laser pointers, etc.) and toys (including trading cards and spinners) are not to be brought to school. If these items are brought to school, they will be confiscated and will not be given back until a parent comes in to retrieve them. The school will not be responsible for lost or stolen personal property. This policy extends to field trips and riding the bus to and from school. Please note, personal technology used for academic purposes may be allowed pending approval by administration and individual classroom teacher(s). Please read “Cell Phones” for additional information regarding mobile telephones.

## **EMERGENCY SCHOOL CLOSING AND TWO-HOUR LATE STARTS**

The primary method to notify all district employees, parents, and students of school closing is by radio and television. Listen to local stations for information.

WSD#3 will…

* *Make inclement weather decision(s) based on students’ safety.*
* *Make the decision as to whether school will be closed and announce that decision no later than 6:30 a.m. on radio stations and TV stations.*
* *Not penalize students if parents keep them home or pick them up from school on questionable days.*

In the event the decision made earlier is to open schools and the storm worsens unexpectedly, WSD3 will…

* *Inform the same media, as stated above, that schools will dismiss students early.*
* *Keep buildings open as long as necessary to evacuate all students safely.*

Parents are expected to…

* *Be responsible for custody of children*
* *Decide whether or not to send children to school on threatening, stormy days.*
* *Listen for an early dismissal announcement.*
* *Make sure children know what to do and where to go if dismissed early.*
* *Know that students may be dismissed earlier than normal.*
* *Not rely on telephones to make last minute arrangements for their children. (Lines tend to malfunction and* *be overloaded during storms and in the event of a power failure the telephones do not work)*

**Two-Hour Late Starts**

*If an emergency closing is declared by the superintendent for part of the day only, a two-hour late start may be used. Whenever feasible, a two-hour late start will be announced by 5:30 AM through the same channels as a school closure. These channels include television, radios, and the district’s website.*

*When district officials announce a two-hour late start, all start times, bus pickup times and other standard schedules will be moved back by two hours. No breakfast will be served on two-hour late starts.*

## **EQUAL OPPORTUNITY/NON DISCRIMINATION**

WSD3 complies with all state and federal regulations prohibiting discrimination on the basis of race, color, national origin, creed, religion, age, sex, and disability. WSD3 is an equal opportunity employer. Inquiries concerning the application of Title IX, Section 504, or Title VI may be referred to the WSD3 administrative office at 1820 Main Street, Colorado Springs, CO 80911; or to the Regional Director of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294.

**FIELD TRIPS**

The Board of Education of Widefield School District #3 encourages the planning and implementation of field trips, out of building educational activities, and extracurricular activity trips, and will, within available funds, support these activities. The Board also emphasizes that the field trip must be closely related to the purpose of the approved course of instruction and that when a field trip is taken, it is done under the assumption that it is the most appropriate method or technique available for accomplishing the instructional goals of the course or the activity. Determinations regarding the appropriateness of a field trip, necessary modifications and/or accommodations, and other matters concerning students with disabilities shall be made by the students’ IEP or Section 504 team. (Policy IJOA) Schools require permission slips for student attendance at field trips. Permission slips may vary depending on the nature and physical terrain of the field trip.

## **FIRE DRILLS**/**EMERGENCY DRILLS**

We have fire drills and emergency drills periodically throughout the school year. Our aim is to evacuate the building or move students to a safe location within the building in an orderly fashion, and to have all students in their proper place as quickly as possible.

**GIFTED EDUCATION**

The Board of Education is dedicated to providing comprehensive programming for the identification and education of gifted students. Gifted students are those students between the ages of four and twenty-one whose aptitude or competence in abilities and talents and potential for accomplishments in one or more domains or areas of giftedness, as defined by state board rule, are so outstanding that he or she requires special provisions to meet his or her educational programming needs. The Board believes that a quality instructional program that differentiates curriculum and instruction is essential so all students can learn and grow at their level of potential. (Policy IHBB) If you have questions regarding your school’s gifted education program, please contact a school administrator.

**HABITUALLY DISRUPTIVE STUDENTS**

Students who have been suspended three times during the school year for causing a material or substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events may be declared habitually disruptive students. The student and parent/guardian will be notified in writing of each suspension that counts toward declaring a student habitually disruptive. No student shall be declared habitually disruptive prior to the development of a remedial discipline plan. This plan shall be developed in accordance with state law. The remedial discipline plan may be developed after the first suspension for a material and substantial disruption and may be reviewed and modified after the second suspension. (District Code: JK)

## **HEALTH HISTORY**

An updated health history form is required yearly. This form is part of registration for new students. Returning students will receive forms at the beginning of each school year.

## **HOMEWORK**

Your child should develop the habit of personal responsibility for his/her schoolwork. It is wise to spend some time each day forming good study habits at home. Homework can be work not finished in school, special assignments, and long term projects. We want homework to be meaningful, not busy work. If at any time you have questions regarding your child’s homework, please do not hesitate to contact his or her classroom teacher.

## **ILLEGAL SUBSTANCES/ITEMS**

No student shall have in his possession (possession shall mean having on the student's person, or retaining in the student's desk or backpack) while on school district property or while attending school district activities substances or items such as the following:

1. Alcoholic beverages

2. Any controlled substance as defined in Colorado Revised statutes 12-22-309.

3. Any substance which is accepted or represented to be a narcotic drug or which is a simulated narcotic drug.

4. Material which is illegal to possess under any local, state or federal law or ordinance.

5. Property which is stolen or improperly retained.

6. Any material or thing which might reasonably present a threat to the health, safety, or welfare of the school, staff or students. This listing shall be considered illustrative and not exclusive.(District Code: JICH & JICI)

**ILLNESS**

Students will be monitored each day for symptoms of illness. For the protection of all students, those who are sick or have symptoms of a contagious disease will be sent home. Parents will be contacted first. When winter weather is here, it seems advisable to remind you that if your child is not feeling well in the morning, he/she will be much more comfortable staying at home for the day rather than risking the chance of exposing other children to the illness. It is our feeling that if a child is ill enough to be kept in during a morning, lunch or afternoon recess, he/she is really ill enough to be kept at home for the day.

## **IMMUNIZATION REQUIREMENTS**

Colorado law requires that children going to school be immunized against vaccine-preventable disease. Please check with your student’s school to make sure that all of the shots your student has had are on file at the school.  Doctors’ offices do not send updates – we must rely on parents for updates.  If your student is not up to date, an immunization plan will be written and you will be given a short period of time to have your student brought up to date.  Students out of compliance may not be allowed to attend school as required by the Colorado Department of Health.  Please contact the school office and request to talk to the school nurse or his/her designee if you have any questions regarding immunization.
Beginning July 1, 2016, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12th grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child’s doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to www.colorado.gov/vaccineexemption and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

**K through 5th grade requirements:**

| DTaP  | 5 doses unless 4th dose is administered on/after 4th birthday |
| --- | --- |
| Polio | 4 doses unless 3rd dose is administered on/after 4th birthday |
| MMR | 2 doses; The 1st dose cannot be administered more than 4 days before the 1st birthday.  |
| Varicella | 2 doses; The 1st dose cannot be administered more than 4 days before the 1st birthday.  |
| Hepatitis B | 3 doses; All doses must follow correct spacing between vaccines as well as correct ages. |

\* Please note that your child may require a 4th Hep B vaccine if proper spacing was not met. ACIP guidelines require the 2nd dose be given at least 4 weeks after the 1st. The 3rd dose must be given at least 16 weeks after the 1st dose and 8 weeks after the 2nd, AND after 6 months of age.

## **INSURANCE**

The School District will not assume responsibility for payment of doctor, hospital, or ambulance costs resulting from injuries incurred on school property or at school functions during school hours. Each year the Board of Education authorizes an insurance company to sell life, accident, and dental insurance to provide for student coverage at very low rates. The information concerning this insurance is available for families. The purchase of insurance under this program is at the option of parents/guardians and becomes effective upon completing the application and payment of the premium. Participation in this program is strongly encouraged. Widefield School District 3 encourages parents to provide some type of insurance coverage for their children.

**INTERNET AND EMAIL**

The Widefield School District desires for your student to have an information rich education. We believe this requires all students to have access to the Internet at school. Our board policy regarding the Internet has changed to reflect this philosophy. Under the new Board Policy JS-Student Use of Internet Electronic Communication, we no longer require parent permission before we will let your student access the Internet at school on a school owned device. Instead, we expect that students will use the Internet unless you as the parent/guardian explicitly and annually submit the Annual Internet Opt-Out Form (See Board Policy JS-E) and return it to your student’s school. Questions regarding this policy may be directed to building administrators.

## **LIBRARY BOOKS**

Students are issued library books regularly as part of our school’s commitment to literacy instruction. It is an enjoyable privilege to check books out regularly but the privilege also carries with it great responsibility. Students will be held responsible for lost or damaged items and parents will be asked to cover the replacement costs of these items if costs apply. Your support of your child’s responsibility for school items is greatly appreciated.

## **LOST AND FOUND**

Please mark items that children might lose such as coats, gloves, overshoes, etc. If your child does lose something, please notify the school and we will assist them in finding the article(s). Unclaimed items will be given to charities at the end of each month. The school will not be responsible for lost or stolen personal property. You may check the hooks in the hall outside the gym for any lost items as well as the bin nearby.

## **MAKE-UP WORK**

If your child is absent from school for any period of time, make-up work may be picked up from the teacher **after school**. Please make prior arrangements for obtaining make-up assignments and provide teachers with adequate notice to prepare work. Per district policy, students will be allowed two days to make up the work of each day missed. If your child will be absent from school for an extended period of time due to a family emergency or other extenuating circumstances, the homeroom teacher will compile the work your child has missed and the assignments will be given to your child the day he/she returns to school.

**MEALS: BREAKFAST AND LUNCH PROCEDURES**

Widefield School District 3 is happy to announce that the USDA has extended waivers through the 2021-2022 school year that allows children from 0-18 to be able to receive free meals (breakfast and lunch). There will be no cost to students to eat meals for this school year.

WSD#3 does participate in the Federal Free and Reduced Program to provide nutritious meals. We are still requesting that families fill out meal applications for the Free and Reduced program for the school year. While the meals are free, this application gives other benefits. This can provide funding to the schools and gives benefits to the families such as activity discounts and Pandemic Electronic Benefit Transfer (P-EBT). You can contact the Nutrition Office at 718.391.3560 for more information on these programs.

Paper applications will be provided at the beginning of the school year for each student. Applications DO NOT need to be filled out per student, one application per family is sufficient.

Applications can be completed online and is strongly encouraged. The link is located at www.wsd3ns.com.

Please include all household members on the application to include infants, children that are not in school, college students and all adults whether or not they receive income.

## **MEDICATIONS**

Parents are encouraged to administer medication to their children at home. Medication may be administered by school personnel under the appropriate administrative procedures. Whenever personnel are involved in administering medication to a student, the school nurse, or the school nurse’s designee may administer the medication in compliance with the following regulations:

1. Written authorization and instructions signed by parent AND physician will be required. The student medication form is available upon request in the main office.
2. The school nurse or school nurse’s designee will keep a record of the administration of medication in a secure area.
3. The student’s parent/guardian will assume responsibility for informing the school of any changes in the child’s health or change of medication.
4. Medication will be administered only at the designated time. It is the responsibility of the student to come to the office to receive medication.
5. Students are not permitted to possess medication of ANY KIND (prescription or over the counter) on school grounds. 6. School personnel are not permitted to issue or administer medication unless all of the necessary paperwork is on file.

NOTE: WSD3 retains the right to reject requests for the administration of medication.

## **OFFICE TELEPHONE**

Students are asked to use the office telephone only in cases of emergency. Arrangements for visits with friends after school are not considered to be emergencies. All after school activities should be taken care of prior to coming to school. Students will not be called out of class to receive phone calls at the office.

## **OPEN BOUNDARIES/S**CHOOL OF CHOICE APPLICATIONS

A parent or guardian who would like his/her son or daughter to attend an elementary or secondary school other than the one to which he/she is assigned may complete a School of Choice application. The request (and accompanying paperwork) must be initiated at the sending school. Each request will be processed by the sending and receiving building principals, and factors such as space availability, staffing, instructional program, etc. will be considered. The students residing in the attendance area for a designated school will be given preference when enrolling in that school. Note: WSD 3 will not provide transportation for those students who attend a school which is different from their designated attendance area school.

**PARENT ENGAGEMENT IN EDUCATION**

The Board of Education believes that the education of each student is a responsibility shared by the school as well as parents. The Board recognizes the need for a constructive partnership between the district and parents that provides for two-way communication and fosters educational support for students and parents. In this policy, the word “parent” also includes guardians and other members of a student’s family involved in the student’s education. In keeping with these beliefs, it is the intention of the district to cultivate and support active parental engagement and to set and realize goals for parent-supported students' learning. (Policy KB) Schools will encourage parents to participate in the following activities: consult with and encourage parents to share in school and district planning and the setting of objectives, helping parents understand the educational process and their role in supporting student achievement, informing parents of school choices and learning opportunities, providing opportunities for parents to be informed about their student’s progress, providing appropriate avenues for parents to find support in their role, and encouraging formal organizations for parents at each school building as well as at the district level.

## **PARENT TEACHER ORGANIZATION**

Any parent or guardian of a student is welcome to join our P.T.O. Meetings will be held the second Tuesday of each month at 6:30 PM, unless otherwise noted.

The officers for this school year are:

Mindy Maulucci…………………… President Anna Wolterink….…………………Secretary

Jamie Ducworth.….….……………..Vice President Marie Ciareletta…………………....Treasurer

**PARENT VOLUNTEERS AND VISITORS**

Many teachers will be using parent volunteers in the classroom throughout the school year. If you are interested in volunteering some of your time with students, please contact your child’s teacher or the front office. **Our students’ safety is number one. All volunteers must fill out the ‘Notice of Restrictions, Release, & Assumption of Risk for Volunteers’ paperwork. Volunteers may be required to have a background check.** All visitors and volunteers are required to bring photo ID and check in at the office through our Raptor system each time they enter the building in addition to wearing a visitor badge.

**PETS**

Pets of any kind are not allowed on school property at any time **including during arrival and dismissal**. Pets, although deemed safe by owners, may potentially be a danger to students in unfamiliar circumstances.

**PHYSICAL EXAMINATION**

Physical examinations by doctor/physician are recommended of:

1. All kindergarten and first grade students entering school in Widefield School District #3 for the first time.

2. Any student who in the opinion of school officials should be examined for the well being of that individual or his/her classmates.

The district form for a physical exam may be obtained from the school office or from the district administration building.

## **PROGRESS REPORTS AND MIDTERMS**

To inform you of the progress your child is making in school we have mid-term reports that are sent home after the first four weeks of each quarter. This makes it possible to target problem areas and provides time for the student to remedy problems/concerns. Parent-Teacher Conferences to discuss your child’s progress with the teacher will be held at the end of the first quarter, and if needed at the end of the third quarter. Progress reports are sent home at the end of the each quarter. Any time you have a question about your child’s progress, please call or come in to talk with us as we value your input.

## **PROMOTION AND RETENTION**

Promotion and retention of any student shall be based on factors that contribute to the benefit of the student. Some factors to be considered prior to making a recommendation for promotion or retention are: academic performance, previous recommendations, previous promotion/ retention, student social emotional development, parental conferences, attendance, and other specified reasons. (District Policy IKE-RA) A conference will be held between the parents and school personnel to discuss the possibility of promotion or retention.

**RECESS**

Recess is one of the school’s regularly scheduled activities. All children are expected to go outside for recess unless the weather does not permit an outdoor recess. Fresh air and physical activity allow the child to perform better during the regular school day. If your youngster is too ill to participate in the regular school activities, we encourage you to keep him/her home until he/she has recovered from illness. Students will only be permitted to stay in for recess if a note from parents is sent to the classroom teacher each day as necessary.

**RED FLAG DAYS**

The term Red Flag Day signifies school days where the temperature (including wind chill) is 25 degrees or lower. To maintain consistency, each building shall use the KOAA weatherbug – Widefield High School site to make the determination. If the temperature is 25 degrees or lower, students will be brought inside for before school recess. If you drive your student(s) to school on cold days, we encourage you to drop them off as close to the morning bell as possible. Please make sure students are sent to school with appropriate outerwear during winter as we will have outdoor recess when weather permits.

## **RENAISSANCE**

Renaissance is an academic incentive program that encourages students to do their best and make good choices. There are four Renaissance assemblies during the year and parents are invited to attend. Renaissance requirements are reviewed annually to ensure the equity and fairness of selection criteria and procedures.

**SAFETY TIPS FOR THE WEBSTER COMMUNITY**

1. Determine the safest route and have your child follow it.
2. Teach your child to only cross the street in identified crosswalk areas and to walk.
3. Please refrain from walking between parked buses in the bus lane. Bus drivers are not able to see those who cross in front and this is a safety issue.
4. Please do not pull into the bus lane at any time. The bus lane is reserved for bus traffic only during the school day.
5. Encourage your child to come home from school immediately.

## **SECTION 504**

Section 504 is an act that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The act defines a person with a disability as anyone whom:

* Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working;
* Has a record of such impairment; or
* Is regarded as having such an impairment.

In order to fulfil obligations under Section 504, Widefield District 3 has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

**SECURITY CAMERAS**

Widefield School District is committed to the safety of all students and staff. Entry doors for visitors are established and monitored by security cameras at every building. Doors will remain locked at each site during instructional hours. Visitors should have photo ID ready before pushing buttons for service at entry doors. After gaining admission, visitors must check-in directly at the office.

## **SEX OFFENDER INFORMATION FOR PARENTS**

Parents may obtain information collected by law enforcement agencies related to registered sex offenders by contacting the El Paso County Sheriff’s Office at 520-7333.

Legal Ref.: CRS 22-1-124

## **STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

The Family Educational Rights & Privacy Act (FERPA) and Colorado law afford parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student’s educational record as follows: 1) the right to inspect and review the student’s records; 2) the right to request to amend the student’s educational records; and 3) the right to consent to disclosure of personally identifiable information contained in the student’s educational records, except as authorized without consent; 4) the right to file a complaint with the U.S. Department of Education; 5) the right to refuse to permit the designation of any or all of the categories of directory information; 6) the right to request that information not be provided to military recruiters.

The district is permitted by law to disclose information regarding students. Directory information may include the student’s name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or eligible student, however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the superintendent or designee within twenty (20) calendar days of publication of this notice.

Disclosure of personally identifiable information can be made without consent to the following: 1) school officials working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student’s academic achievement or maintaining a safe and orderly learning environment; 2) officials of another school, school system or post secondary institution in which the student seeks to enrol; 3) authorities named in FERPA including comptroller general of the United States, secretary of education, and state educational authorities; 4) institutions connected with a student’s application for or receipt of financial aid; 5) a criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district; 6) educational testing and research organizations; 7) accrediting agencies for the purpose of accreditation only; 8) parents of students over 18 years of age who are dependent for financial income tax purposes; 9) emergency situations; 10) anyone if required by a court order or subpoena; and 11) parties to litigation or if the district initiates legal action against a parent or student.

*(District Code: JRA)*

## **STUDENT SEXUAL HARASSMENT**

Students have a right to a school environment free of sexual harassment. Widefield District 3 policy (District Codes JBB) states, “Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. It shall be a violation of policy for any student to harass other students or staff through conduct or communications of a sexual nature. Behaviors considered sexual harassment include (but are not limited to) the following:

* unwelcome sexual advances and/or requests for sexual acts or favors
* verbal or nonverbal behavior, including “kidding,” which is demeaning or abusive
* the use of vulgarity by anyone when addressing another either verbally or in writing
* hazing of any form
* other verbal or physical contact of a harassing nature

Any student who has a complaint of sexual harassment at school shall report the incident immediately to his/her counselor or principal.

## **TARDIES (District Code: JH-RC)**

A student is considered tardy when he/she enters the building after 8:05 AM. The student must report to the office in order to be admitted to class. Tardies will be excused when:

1. A student is detained by a teacher, counselor, principal or other staff member.
2. A student is returning to class from medical appointments, court appearances, or extenuating circumstances approved by the principal or designee.

## **TEXTBOOKS**

The textbooks used by the students are supplied by the Board of Education and are the property of the school. Each student should take very good care of the books issued to him/her. Students are responsible for all textbooks and other school materials at all times and must pay for lost or damaged items.

## **TOBACCO-FREE POLICY**

In order to promote general health, welfare, and well-being of staff and students, smoking, chewing, vaping or other use of any tobacco products by staff, students, and members of the public shall be banned from all buildings, grounds and district vehicles in Widefield School District #3.

## **VIOLENCE-FREE WORKPLACE**

It is the goal of Widefield School District #3 to maintain a work environment free from acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the district or which occur on district property. (District Code: GBEE)

**VISITORS**

Widefield School District encourages parents/guardians and other citizens to visit district classrooms, activities and functions to observe the work of the school district. Specific procedures have been established to facilitate a positive experience for visiting members of the community and the staff and students of our school. Please request a copy of the Visitors to Widefield School District 3 Schools and Facilities guidelines in the front office. All visitors and volunteers must report to the office immediately upon arrival at the school and wear a visitor tag after checking in through our Raptor system.

**VOLUNTEERS**

Widefield School District recognizes and appreciates the volunteer services provided by the members of the community and student service program providers. To facilitate the ongoing relationship between volunteers and to promote the safety and welfare of students, staff and the general public, guidelines have been established and shall be adhered to by all volunteers in Widefield School District schools and facilities. Volunteers may be required to submit background checks. Please see your school’s office personnel regarding any building-specific procedures and practices.

## **WITHDRAWAL FROM SCHOOL**

If you are moving during the school year, please notify the office one week in advance so your child’s records can be processed. Prior to the student’s last day, the parent/guardian should come to the office for final processing and to sign withdrawal paperwork.

**WEBSTER PBIS BEHAVIOR EXPECTATIONS**

|  | **HALLWAYS** | **PLAYGROUND** | **CAFETERIA** | **ASSEMBLIES** | **BATHROOMS** | **ARRIVAL/DEPARTURE** |
| --- | --- | --- | --- | --- | --- | --- |
|  | * **Voice level 0 (quiet zone)**
* **Respect others’ personal space & property**
 | * **Voice level 3-4**
* **Treat others the way you want to be treated**
* **respect other’s space/decision not to play with you**
* **follow directions of the staff member on duty**
* **use appropriate language**
 | * **Voice level 0 (in line) Level 1-2 (table talk)**
* **keep food on your tray**
* **ues manners**
* **be polite and use kind words**
 | * **Voice level - 0 while the presenter is speaking.**
* **Acknowledge presenter(s) respectfully by clapping.**
* **Sit flat on your pockets with your hands to yourself.**
 | * **Voice level - 0 clean up after yourself**
* **Throw away trash**
* **Flush the toilet when finished**
* **Allow others their privacy.**
 | * **Voice level - 3 (normal)**
* **Use appropriate language**
* **Be respectful to bus drivers and teachers on duty**
 |
|  | * **Walk directly to where you are supposed to be**
* **Acknowledge others with a Wildcat wave.**
 | * **Have fun**
* **Use the equipment properly**
* **Stay on the playground**
 | * **Eat**
* **Face forward in the line**
* **Have lunch card ready**
 | * **Listen closely to the presenter (s).**
* **Eyes on the presenter (s).**
* **Enter/Exit in a single line with a 0 voice level**
* **Respond immediately to the voices off signal.**
 | * **Take care of your business.**
* **One person per stall.**
 | * **Go directly to the playground or the cafeteira upon arrival.**
* **Walk straight to the bus/home after dismissal.**
* **Stay in designated area until whistle/bell rings**
 |
|  | * **Set an example**
* **Walk with a purpose**
 | * **Include others while encouraging sportsmanship and following playground rules**
 | * **Help others when needed.**
* **Remind others of expectations**
* **Set the example**
 | * **Be engaged**
* **Follow directions**
* **Be ready to reflect**
 | * **Return to class quickly**
* **Be timely**
* **Wait patiently for your turn**
 | * **Set the example**
* **Respect others’ personal space & Help others when needed**
 |
|  | * **Stay in a single line.**
* **Face forward**
* **Keep your hand and feet to yourself**
* **Stay in the assigned spot.**
 | * **Return equipment**
* **All food and drinks remain in the cafeteria.**
* **When the whistle blows, take a knee, be quiet and wait for instructions.**
* **Collect all belongings**
 | * **Pick up food and trash from your area.**
* **Raise your hand if you need something**
* **Stay in your personal space**
* **Stack tray correctly.**
 | * **Take care of business beforehand**
* **Stay seated during the assembly**
* **Sit with a voice level of 0 or 1.**
 | * **Wash and dry your hands**
* **Use one to two pumps of soap**
* **Throw away trash**
* **Report issues to the teacher**
 | * **Arrive to school/classroom door on time**
* **Collect all of your belongings**
* **Walk into the building with a 0 level**
 |
|  | * **Walk of the right side of the hallway**
* **Walk forward**
* **Keep hands and feet in a safe spot**
 | * **Use equipment properly**
* **Keep hands and feet to yourself**
* **Walk on the blacktop**
* **Play and line up safely**
* **When the whistle is blown once, take a knee, be quiet and wait for further instructions.**
 | * **Walk at all times**
* **Keep food on tray/in lunch box**
* **Remain seated until dismissed**
 | * **Keep hands and feet to yourself**
* **Wait for a signal from the teacher to exit.**
 | * **Keep feet on the floor**
* **Keep water in the sink**
* **Use the bathroom equipment properly**
 | * **When the whistle is blown once, take a knee, be quiet and wait for further instructions.**
* **Use sidewalks and crosswalks to exit grounds with a teacher**
* **Walk on all blacktops and sidewalks.**
 |