



**DEER CREEK
ELEMENTARY
SCHOOL**

**PARENT—STUDENT
HANDBOOK
2009—2010**

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OUR MISSION

To Promote Educational Excellence in safe Schools

To fulfill our mission, our students must be able to:

- Effectively communicate
- Use mathematics to solve problems
- User technology effectively
- Understand and apply basic concepts and principles of science and geography
- Understand economic principles and systems
- Understand forms of government, our federal system, and the Constitution
- Appreciate literature, arts, and music
- Apply healthful living practices
- Exercise responsibilities as citizens

PHILOSOPHY

The Platte Canyon School District shares with parents the responsibility of educating our youth. This education includes preparing students for higher education, to successfully enter the world of work, to be responsible citizens and to be life-long learners.

We believe that our district must offer comprehensive programs in safe schools with positive educational environments, set high expectations for learning, assure implementation of a wide-range of effective instructional strategies, and address diverse learning needs and talents.

GOALS AND EXPECTATIONS

The Board of Education has adopted district goals that provide a set of expectations requiring continuing attention each year. School improvement plans and the district's improvement plan address the goals through specific annual objectives and actions. These objectives include:

- Safe schools with positive educational environments
- Student achievement at proficient or advanced levels
- Positive school-community relationships
- Effective and efficient school and District management

VISION AND BELIEF STATEMENT

We envision Deer Creek Elementary as a school where students, parents, and staff work together to maximize the potential of the entire learning community—emotionally, intellectually, physically, and socially. Meeting the needs of children is the reason we are here. Students learn best and teachers teach best in widely different environments. Therefore, instructional alternatives will be available for students and teachers. We individualize instruction when appropriate and teach to mastery. In developing individual learning programs, we consider the needs and wishes of the students, the concerns of their parents, and the educational requirements of the state and local school district.

School is one part of a larger community and has a responsibility to serve the community as a whole. Therefore, we include community representatives in our instructional programs. Deer Creek Elementary makes every effort to keep the total community informed on matters concerning the school. The exchange of information between Deer Creek administration, teachers, parents, Advisory Council, PTA, and community is vital. People and institutions must grow and change. We dedicate ourselves to an ongoing program of self-evaluations and thus self improvement.

Curriculum must remain flexible to meet the changing needs of our students. Standards have been aligned with the current curriculum, and systematic assessments continue to be developed. Textbooks, materials, and other resources will be used to provide consistency across all grade levels and establish bodies of evidence. Not all learning must take place in a school setting. Therefore, field trips and non-school activities are encouraged when they are related to learning objectives. Enrichment activities beyond the school day are also encouraged.

Parents, students, and teachers benefit from open home-school communication. Parents need to be informed about their children's performance and the students should be involved in the reporting process. Students should experience success and they learn best when they receive positive rather than negative feedback. Our teachers make a daily effort to provide this positive feedback to the students.

New staff members will be supported through continued mentoring throughout their probationary period. Basal reading materials and math textbooks will provide the consistent scope and sequence to maintain consistency and continuity.

DEER CREEK ELEMENTARY SCHOOL
OFFICE AND ADMINISTRATIVE STAFF:

1737 Park County Road 43
Bailey, Colorado 80421
(303) 838-7666
(303) 816-0162—(Fax)

Paul Sandos, Principal—psandos@plattecanyonsd1.org
Connie Thomas, Executive Secretary—cthomas@plattecanyonsd1.org
Sandy Fisher, Registrar—sfisher@plattecanyonsd1.org
Frank VanDeHey, Curriculum Consultant- fvandehey@plattecanyonsd1.org

SCHOOL HOURS

School Starts at 9:00 a.m.
School Ends at 3:45 p.m.

STUDENTS ARE NOT TO BE DROPPED OFF AT THE SCHOOL PRIOR TO 8:45 a.m., OR REMAIN AFTER BUSES ARE GONE unless they are scheduled to attend an activity and have a permission slip. If a child has not been picked up by 5:00 P.M. and no one can be notified, the Sheriff's Office and the Department of Social Services will be notified.

REGISTRATION / SCHOOL RECORDS

Kindergarten students must be five (5) years of age on or before September 30 in order to be eligible to enter Kindergarten at the beginning of the fall term. A child who is, or will be six (6) years of age on or before September 30, is eligible to enter first grade at the beginning of the fall term. Every student must have a current copy of his/her immunization record and birth certificate on file in the school office. When a student transfers to Deer Creek Elementary from another district, the Registrar shall request the student's records from the transferring district if the records have not already been forwarded. If a student is leaving Deer Creek, the parent/guardian must complete a withdrawal form in the office in order for the registrar to send the records to the receiving school. Student records, including disciplinary records, may be transferred without consent to officials of another school, school system, or post-secondary institution that has requested the records and in which the student wishes to enroll. Deer Creek Elementary will provide a copy of the record to the eligible student or student's parents if so requested. A student's education record shall not be taken from the school building office. However, upon request, one copy of the record shall be provided to the parent or eligible student at a cost of \$.25 per page. A 24 hour written notice must be given. Requests for annual student education records and privacy act information may also be requested through the front office at Deer Creek Elementary.

EMERGENCY TELEPHONE NUMBERS

The school office must be kept updated with your most current phone numbers, address and emergency contacts.

ATTENDANCE / ABSENCES / TARDINESS

A child can never make up a day missed from school even though he/she may do the assignments that were presented. The discussions and experiences that take place at school are often more valuable than written material. **PARENTS ARE REQUESTED TO CALL THE SCHOOL BEFORE 8:30 A.M. EACH MORNING THAT A CHILD WILL BE ABSENT.** You may call the office at (303) 838-7666 (Press 3 for Deer Creek Elementary then press 2 for the attendance line). Please leave a message on the absence line stating your child's name, grade, teacher, and the dates he/she will be absent along with the reason for absence. Upon return, students shall minimally be provided one day for each day of excused absence to turn in missed assignments, complete makeup work or to take missed tests. Absences that are not covered as excused absences as stated Board Policy (402-Student Attendance / Article 2) will be considered an unexcused absence. If a student must be taken out of school for an extended period of time, or for vacation reasons the parents must have prior approval from the principal and give the teacher three (3) days advance notice so that the teacher may compile work assignments. All assignments must be turned in on the day your student returns to school. Any late or incomplete assignments will receive no grade.

BUS NOTES

If your child is to go somewhere other than his or her own home, you must send a note to school with your child. **Bus changes will not be allowed without a note from a parent or guardian.** If your child is to be picked up in carpool instead of riding the bus a note must be sent to the school. When dropping off or picking up students during school hours, a parent/guardian must come into the office, and sign the student in or out of school. Children may only be picked up in the office or carpool by: parents, guardians, or those listed on your student's emergency contact list unless advance written permission from the parent/guardian is given to the office. **A student without a note will be put on his/her regular bus.** Any changes for student departures should be sent to the school in writing by 10:00 a.m. Special approval may be made after 10:00 a.m. and before 2:30 p.m. by the Principal, Assistant Principal or Principal's designee; please DO NOT call the classroom directly to make any bus changes.

NO BUS CHANGES WILL BE MADE AFTER 2:30 P.M.

Long-term bus notes will remain in effect until we are otherwise notified.

New long-term bus notes and car pool notes must be written each school year.

SCHOOL PROGRAM

All children will be assigned to a homeroom teacher within each grade level and will be in class from 9:00 A.M. until 3:45 P.M. Teachers will be in the building from 8:00 A.M. until 4:00 P.M.

MIDTERMS / REPORT CARDS

Midterm reports will be sent home at the mid point of each semester; report cards will be distributed at the end of each semester. Students will take weekly communications home in the form of Friday / Monday folders, weekly bulletins, etc. Feel free to contact your child's teacher if you have any questions or concerns.

STANDARDIZED TESTING / CONTENT STANDARDS ASSESSMENT

Grades 3 through 5 will take the Colorado State Assessment Program (CSAP) tests. Information about a child's individual scores will be sent home to the parents. Colorado's reform statute (HB93-1313) requires all school districts to assess student achievement. Platte Canyon School District has adopted state standards and is required to test at various grade levels as per state law. District, state, and national assessments are given as part of this reform effort.

COLORADO BASIC LITERACY ACT

In 1996, the Colorado General Assembly passed the Colorado Basic Literacy Act. The goal of this act is to ensure that children are reading at grade level by the end of the third grade. In order to accomplish this, all children that are reading below grade level must be placed on an Individual Literacy Plan and stay on this plan until they are at grade level. The purpose of this plan is to help parents and teachers work in partnership with one another to help the children grow as readers in the most efficient manner. It is mandated that there be at least two conferences between the parents and teachers yearly to assess the child's growth in reading.

PROMOTION AND RETENTION

Promotion and retention at the elementary school level is of extreme importance to the success of children in all future education. If your child is recommended for retention, it will be necessary for your child's teacher to notify you in a conference by the end of the second midterm. At this conference, specific problems and concerns will be identified as they pertain to your child's growth, following the procedures as outlined in Board Policy (550—Class Size/Student Placement / Article 3). If your child does not pass all proficiencies, he/she may be recommended for retention. Notification will be made prior to the last day of school.

AWARDS

Citizenship: Students in grades 3, 4 and 5 are eligible to receive this award. They must demonstrate good behavior in the classroom, lunch room, on the playground at recess, and on the bus (this includes not obtaining a bus D.R.) They may have no more than four (4) absences or (5) tardies per grading period. No more than one (1) late homework assignment in all subject areas per Trimester. Students must complete their independent reading goals.

S.O.A.R. : Scholarly Organized Accepting Respectful

The Deer Creek S.O.A.R. program reinforces positive behavior.

SHORT TERM REWARDS:

- Teachers will have 4 keys a month to disburse at their convenience
- These keys are a metaphor—Small behaviors should be recognized as a “key” to SOAR
- These students will then receive:
 - Sign Mr. Mullner’s positive behavior book
 - Small gift
 - Pencil
 - Handshake
 - They will be entered into the drawing to have lunch with Mr. Mullner on Friday

LONG TERM REWARDS:

- Teachers will nominate one student each month who is a representative of the SOAR attributes.
- These students will be recognized at an awards ceremony and receive:
 - SOAR t-shirt
 - Certificate
 - Rubber bracelet
 - Journal
 - Pencil
 - Picture taken with Mr. Mullner / Mr. Sandos and put on the “Wall of Fame”

DISCIPLINE

Students who fail to comply with the requirements of Board Policy (403—Student Conduct Code /Article 1) and/or who engage in conduct prohibited in Board Policy (403—Student Conduct Code /Article 2) shall be disciplined in keeping with the provisions of the Board of Education Policies.

Violations of the conduct code may result in academic penalties, suspension from school and/or expulsion.

SUPPORT SERVICES

A trained psychologist, occupational therapist, and speech pathologist are available for special testing and consultation as needed. For more information on these services, contact the Learning Services

Secretary, Diane Welton, at (303) 838-7666 extension 1015.

The Learning Services Office is located at the District Office Building.

SCHOOL INSURANCE

Student accident insurance forms may be picked up in the school office. This is an option and is not a school program. Applications for CHP+, a health care program for uninsured children, are available in the Deer Creek Elementary health room. For questions regarding the CHP+ program, call (303) 838-7666 extension 1206 and ask for Lynne Griebel, health assistant.

SCHOOL CLOSURES AND DELAYED START DAYS

Weather conditions are checked by the Director of Transportation and Superintendent between 4:30 A.M. and 5:30 A.M. In determining if school will be cancelled, several factors are considered; rate of snowfall, amount fallen, temperature, wind, condition of highways, power (electrical), and weather forecasts.

Information about conditions from Denver to Fairplay is considered since staff and students travel these distances. Safety is the primary consideration in deciding to hold or close school.

Delayed starts are called when conditions are poor or snow removal must occur during the early morning hours before staff and students arrive, but improved conditions are predicted for the morning.

Effective January 16, 2007, delayed start times are as follows:

9:00 a.m. for Platte Canyon High School

9:00 a.m. for Fitzsimmons Middle School

10:00 a.m. for Deer Creek Elementary School

In order to ensure that we can communicate with you in a timely manner about issues affecting the schools and your student, the District has contracted to use IRIS (Immediate Response Information System). This service will be used along with the District's website (www.plattecanyonschools.org) and media organizations announcing school closures and delayed start days for the district.

SCHOOL CLOSURES AND DELAYED START DAYS—CONTINUED

**Below is a list of media organizations announcing
EMERGENCY CLOSURES and DELAYED STARTS for the District.**

Radio Stations:

**KOA Radio, 850 AM
KOOL RADIO, 105.1 FM**

TV Stations:

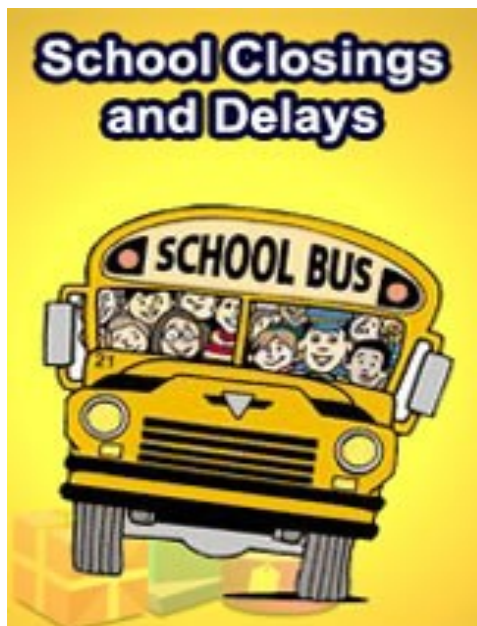
**FOX 31 NEWS
WB2 TV, CHANNEL 2
KCNC TV, CHANNEL 4
KMGH TV, CHANNEL 7
KUSA TV, CHANNEL 9**

Newspapers:

DENVER POST

When there is a delayed start, students should be at their bus stops as per the delayed schedule provided by the transportation department. Please keep this schedule handy for a delayed start day. If you are not able to locate your children's schedules, contact the Transportation Secretary at 303-838-7666 extension 1270. She will provide the bus driver with a new copy to give to your child.

A change from a delayed start to a school closure may result when weather/road conditions are worse than predicted and the weather conditions are not changing for the better as forecasted. A new IRIS alert will be sent if this occurs.



INCLEMENT WEATHER INFORMATION

At times, weather and road conditions become poor in the afternoon when students are to be transported home by bus. If drivers determine that road conditions are too poor for safe transport or if roads are blocked (e.g. accidents), students will be returned to DCES. If your child has not been dropped off at his/her bus stop by 45 minutes after their regular scheduled time, wait for information coming to you via the IRIS phone system. Parents must sign their student/s out so we know they have been pickup and are safe. This plan is in place **only** if the bus has not made it to the scheduled bus stop on time, that means it is 45 minutes late.

TELEPHONE PROCEDURES

Telephones are for school business and they may be used by students **only in case of emergencies**. Students must have permission from the homeroom teacher, the office secretaries, or Principal to use the phone. Our secretaries will take messages for your child over the telephone if you have an emergency. Calling children during class interrupts the teacher and disrupts the learning process. Children will not be allowed to use the phone for items left at home (i.e. homework, swimsuits, permission slips, or lunches, in which case fruit or vegetable and milk will be provided).

SCHOOL LUNCHES

School lunches are served daily for a cost of \$2.00 to students and \$ 3.85 for adults which includes milk. Advance lunch tickets may be purchased in the cafeteria during back to school nights or you may send a check to cover the weekly or monthly tickets in advance. **Please be sure to write you child's name, grade, and teacher's name on your lunch checks.** CHARGING LUNCHES WILL NOT BE ALLOWED. If your child forgets to bring a lunch or lunch money, fruit, vegetable and milk will be provided. Children who eat school lunches and desire extra milk, and children who bring a sack lunch may purchase milk for \$.50 per carton. Students may request a sack lunch for field trips at regular lunch prices. If a student has an overpayment for lunches at the end of the school year, it will be refunded on the last day of school.

FREE AND REDUCED LUNCH PROGRAM

Deer Creek Elementary School participates in the free and reduced lunch program as sponsored by the Colorado Department of Education. Applications and income guidelines for the free and reduced lunch program are available on the PCSD website, in the school office or at back to school nights in the cafeteria. Please fill out the application and return it to the front office if your family qualifies under this program. Information regarding your eligibility for the free and reduced lunch program is **strictly confidential**. You must reapply yearly.

RECESS

Each grade level will have at least fifteen minutes of recess per day, supervised by school personnel. Parents are reminded to dress children appropriately to go outside for recess during cold weather. If your child is too ill to go outside, we recommend you keep him/her home.

Health services are provided to the Platte Canyon School District through The Children's Hospital School Health Program. The Children's Hospital School Nurse Consultant provides training, delegation and supervision of health related procedures to school staff who may need to provide health services.

The Health Office is located inside the main office and is staffed by a health assistant. The health assistant is a non-medical person employed by the District and trained to: provide First Aid and CPR as needed; administer routine medications; screen vision and hearing; notify the RN of student health concerns and maintain health files (including immunization records).

Medications:

In accordance with the Colorado State Medication Guidelines, Platte Canyon School District will administer prescription and over the counter medications (including cough drops, acetaminophen, ibuprofen, cough/cold medication etc.) with **written parent and physician permission**. It is the parent/guardian's responsibility to furnish the medication. In order to assure the safety of students, **ALL medications must be brought to school by a parent/guardian and must be in the original container**. All medications must be stored in the health office unless there is a written parent and physician permission indicating special circumstances requiring alternative carrying and/or storage of medications (i.e. inhalers, diabetic supplies, etc.) Prescription medications must come in the original container labeled with: child's name, name of medication, times medicine is to be given, dosage, pharmacy name and number and physician's name.

According to Colorado School Children's Asthma and Anaphylaxis Health Management Act (passed in 2005), students may carry emergency medications (i.e. inhalers and epipens). The law requires written parent and physician permission, a health care plan and a contract signed by student, parent, and the School Registered Nurse.

Immunizations

Colorado State Law requires **ALL** students to be fully immunized and to provide a copy of the immunization record upon school entry. Parents also have the option of signing the personal exemption on the immunization record stating they do not want their child immunized for personal or religious reasons. A physician can also sign the immunization record indicating the child is unable to receive immunizations due to medical reasons.

ALL STUDENTS ENROLLED IN ELEMENTARY SCHOOL IN THE FALL OF 2006 ARE REQUIRED TO HAVE:

- **Four DTP** (diphtheria, tetanus, pertussis) vaccinations (**five** if the 4th dose was given before the 4th birthday)
- **Three polio vaccinations** (**four** if the 3rd dose was given before the 4th birthday)
- **Two MMR** (measles, mumps, rubella) vaccinations
- **One Varicella** vaccination (if your child has not had the chicken pox)
- **All children entering Kindergarten in 2007 are required to have a second Varicella vaccine** or history of disease which has been documented on immunization record from doctors office.
- **Three Hepatitis B** vaccinations (Requires 4-6 months to complete)

PLEASE MAKE SURE YOUR CHILD IS FULLY IMMUNIZED AND THAT THE SCHOOL HAS AN UPDATED IMMUNIZATION RECORD!

Immunizations can be obtained through your health care provider or by contacting **Park County Public Health Department at 303-816-5970**

Please call Charlotte Brazelton, RN School Nurse Consultant at **303-838-7666 ext. 1207** or **Lynn Griebel ext. 1206** if you have any questions regarding health service.

PLAYGROUND RULES

13

Follow directions the first time they are given.
Stay in assigned areas.
No fighting or spitting.
Be respectful to others.
Use appropriate language at all times.
Line up quickly and quietly when the whistle blows.
Use playground equipment properly.
When finished playing with equipment, put it away.

SLIDES:

Do not stand up or go down standing up.
Go down feet first and on your bottom.
Do not walk up the slide.
One person at a time.
Move out of the way at the bottom.

SWINGS:

Sit on your bottom only.
No jumping off the swings.
One person per swing.
No twisting the swing.
No playing around the swings.

MONKEY BARS:

No climbing or standing on the top of the bars.
Go across hand over hand.
No chicken fighting.
Do not play around the bars.

SLEDDING:

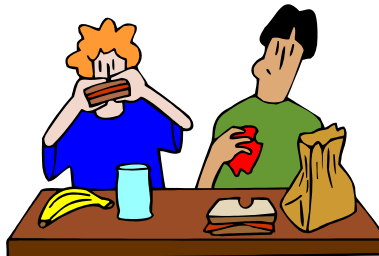
Sledding is only allowed in designated areas.
Roll up sleds only.
Sit on bottom only.
One or two people on a sled at a time.
Share sleds.
Snow pants, gloves, and boots are required.
Grades K—3

RULES FOR THE CAFETERIA

- Follow directions the first time they are given.
- When waiting in line to be served, keep your hands and objects to yourself.
- Put all trash in the trash can and place trays and silverware in designated area.
- Use good manners and respect others.
- Use inside voices at all times.
- Raise your hand when you are finished eating and stay in your seat until you have been excused
- Wait by the wall to be escorted to recess.
- Walk quietly down the hall.

CONSEQUENCES

- 1st time a rule is broken—a warning will be given.
- 2nd time a rule is broken—student will be moved to another table.
- 3rd time a rule is broken—A discipline referral is given



LIBRARY

All students will have the opportunity to check out materials or use the Library Media Center computers during their classroom assigned time. The Library Media Contract and Internet Use Contract must be signed and returned in order for students to check out materials or use the computers. Please review these contracts with your student regarding rules on checking out materials and using the internet. Books that are marked REFERENCE are to be used in the library only. Parents/Guardians must pay for any materials or equipment that is damaged or lost. All fines must be paid and overdue materials returned in order to use the Library and Library Media Center computers or to check out additional library materials. If a lost book is paid for and then subsequently found, the book is yours to keep.

VISITORS TO THE SCHOOL

Parents/Guardians and community members are encouraged to visit Deer Creek Elementary School. All visitors are required to secure a visitor permit, in advance, from the front office. **Students are not allowed to have visitors other than parents/guardians at school or on field trips except under very extenuating circumstances. THIS INCLUDES SIBLINGS.** If such extenuating circumstances exist, permission must be secured from the Principal and each of the student's teachers prior to the day of the visit. Parents/Guardians that would like to visit the classroom should check with your child's teacher and arrange to come at a time when the work you want to see is likely to be in progress. Then have lunch with us!

PETS AT SCHOOL

Prior arrangements must also be secured from the Principal and each of the student's teachers before having your pets visit the school.

VOLUNTEER PROGRAM

Deer Creek Elementary depends on our volunteers in helping us continue to provide a quality education to our students. We welcome mothers, fathers, grandparents, and other immediate adult family members, as well as senior citizens within the community. Please feel free to contact the office if you or someone you know would like to donate some time or talents. We do ask that you secure a visitors / volunteer badge before entering the classrooms. Teachers will not admit any visitor to their classroom unless they have a badge. **Appropriate interaction with students is expected at all times.**

LOST AND FOUND ITEMS

Money and other valuables that are found at Deer Creek Elementary must be turned in to the office. Items of this type are kept in the front office. If these items are not claimed within one month, they are presented to the finder. All articles of clothing and other materials must be labeled for easy identification. Clothing and other materials of this type are stored in the lost and found area located in the school cafeteria. Items left in the lost and found are given to charity at the end of each month. **We encourage parents and students to periodically check the lost**

BEFORE AND AFTER SCHOOL ACTIVITIES

Students can participate in before and after school sports, spelling bees, band, honor choir, along with many other special programs! The school offers various enrichment activities after school throughout the year. Information and forms regarding community sponsored activities are available for parents and students to pick up on the tiered rack just inside the school foyer. The following before and after school activities are offered at Deer Creek Elementary School.

Adventures in Childcare (Before and After School Childcare)

Tae Kwan DO

Boy Scouts / Cub Scouts

Girl Scouts / Brownies / Daisies

Band / Honor Choir

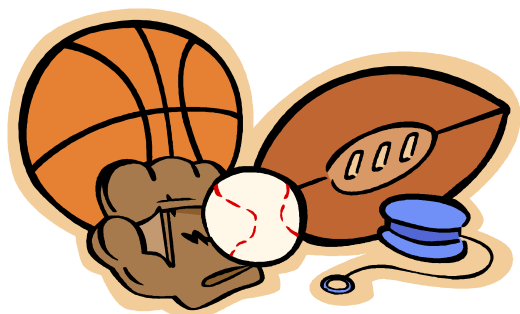
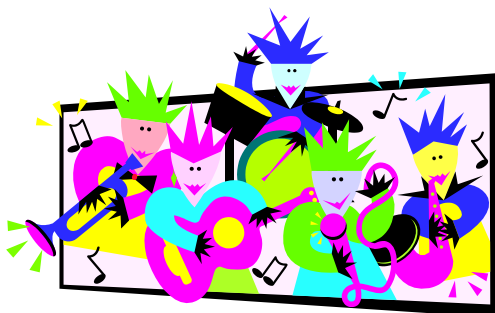
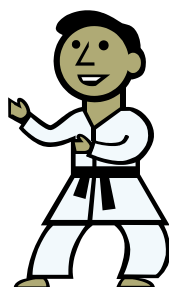
Basketball / Football

Tumbling / Wrestling

Chinese class / Ham Radio Club

Science Club

Information regarding school sponsored activities will be sent home
in students Friday / Monday folders.



DEER CREEK ELEMENTARY
PARENT TEACHER ASSOCIATION (PTA)

The PTA is an integral part of the overall effectiveness of our enrichment programs, community, and parent involvement. Attendance at PTA meetings are encouraged when possible. Communication with PTA is vital to the effectiveness of any program. The PTA's annual fundraiser's exceeds \$10,000 for Deer Creek Elementary. The PTA sponsors many educational opportunities for students such as author visits, working on the yearbook, student directories, Halloween Hall, , Spirit Run, and the holiday gift shop to name a few.

2009—2010 PTA OFFICERS

Co President—Christy Schaad

CO President—Denise Brannigan

Co-Vice President—Catrina Stratton

Co-Vice President—Erin Sparks

Secretary—Mettie Lamb

Treasurer—Cathy Lynskey

PTA meetings will be held at Deer Creek Elementary School. Monthly newsletters will be sent home with students in their Friday / Monday folders. Please check these newsletters for meeting dates and times. If you should have any questions or would like to volunteer at one or more of the special PTA events, please call (303) 838-7666 extension 1231 and leave a message.

DISTRICT ACCOUNTABILITY COMMITTEE

The District adheres to the requirements of Colorado's Educational Accountability Act and Rules for implementation of the Act.

The District has organized a District Accountability Committee (DAC) that makes recommendations to the Board of education relative to accreditation and accountability.

Each school has a School Advisory Council (SAC) to advise the Principal on matters of accreditation and accountability and to make recommendations relative to the prioritization of expenditures of District funds at the school.

The District annually publishes a report to the public that discloses student performance and the results of school and District improvement processes.

District budgets and financial records are audited annually by an external auditor who is a Certified Accountant.

PLATTE CANYON SCHOOL DISTRICT #1
BAILEY, COLORADO
STUDENT FEES
FOR
2009—2010 SCHOOL YEAR

Family Limit—\$440.00

Free or Reduced Lunch Eligibility—No Fees if eligible

High School Fees

Sports, Cheerleading, and Speech Team Participation—\$110.00
 Activity Fee (Except eligible F/R Lunch) - \$40.00
 Student Parking per Semester—\$40.00
 Summer School—per credit—\$160.00
 Workbooks/Consumables for Elective Classes—Cost
 Trips beyond regular program—Cost

Middle School Fees

Sports Participation—\$55.00
 Enrichment/Incentives-\$40.00
 PE Uniform-\$20.00
 Trips beyond regular program-Cost

Elementary

Enrichment/Incentives/Consumables—\$30.00
 Summer School—\$90.00
 Trips beyond regular program—Cost

Pre-Kindergarten-Early Childhood Education

Four Day Program—\$2,000.00
 Two Day Program—\$1,000.00

**PLATTE
CANYON
SCHOOL
DISTRICT
BOARD
POLICIES**

POLICY 402 STUDENT ATTENDANCE

Article 1 Compulsory Attendance

- A. Each child who has attained the age of seven years and who is under the age of sixteen shall attend school for at least one thousand fifty-six (1,056) hours if a secondary school pupil or nine hundred sixty-eight (968) hours if an elementary school pupil during each school year with such exceptions as provided by law including excused absences. Compulsory school attendance is also required for a six (6) year-old child who has been enrolled in a public school unless the parent or guardian chooses to withdraw the child. The 1056 hours required of secondary students may be translated into a minimum of 120 clock hours for a 1 credit high school course.
- B. When a student fails to attend for the required hours specified in paragraph A of this Article, the Principal, after reviewing the student's academic/performance records and conferring with the student's teachers and parent or guardian, shall determine if the student will be promoted to the next grade level or if credit shall be awarded. The Principal may base promotion or awarding of credit on completion of compensatory requirements such as summer school or additional course work.
- C. Absences from school shall be "excused" or "unexcused". Students with excused absences shall be afforded the opportunity to fulfill missed requirements without penalty. Students with unexcused absences shall be subject to academic penalties.
- D. Parents/guardians shall be notified of student absences unless they have provided information showing they are aware of the absence.

Article 2 Excused Absences

- A. Absences shall be excused for the following reasons:
 1. Illness or injury prohibiting attendance. The Principal may require a written statement from a physician indicating that the student is unable to attend school and indicating the approximate number of days the student will be required to be absent.
 2. Physical, mental or emotional disability prohibiting attendance. The Principal may require a written statement from a mental health professional or physician.
 3. Counseling, dental or medical appointments scheduled by a parent or guardian or illness or death of a family member. **Family travel may be an "excused absence" if approved in advance by the Principal based upon educational requirements to be completed during the period of absence.**
 4. Participation in a school-sponsored activity or approved visitations to colleges.
- B. The parent/guardian and student shall be responsible for providing confirmation or verification that a student's absence meets one of the above criteria for being excused. Until such confirmation is received an absence shall be classified as unexcused.

POLICY 403 STUDENT CONDUCT

Article 1 Required Student Conduct

- A. While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall:

Adhere to policies of the Board of Education and comply with Colorado and Federal Laws;
Behave in a manner that is safe to self and others, and promote a positive learning environment;

Show respect for others and school property;

Obey the adult in authority including any employee or volunteer who is in a position of responsibility for the welfare and supervision of students;

Report any observed student behavior or planned action or behavior known to them that is a violation of this Code of Conduct.

Article 2 Prohibited Student Conduct

- A. Engage in behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.

- B. While on school grounds, in school vehicles, or at school activities or sanctioned events, students shall not:

Discriminate against a student, staff member or visitor to the School District on the basis of race, color, religion, sex, age, national origin, or handicapping condition (Policies 107 & 404);

Intimidate, threaten, bully, harm and/or harass, or sexually harass a student or staff member or engaging in "hazing" activities, i.e. forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which endangers the health or safety of an individual for purposes of initiation into any student group. (Policies 107 & 404);

Violate the Student Dress Code (Policy 405);

Promote or participate in any secret society or gang behavior or activity that promotes drug use, violence or disruptive behavior (Policy 406);

Possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances (Policy 407);

Use tobacco products in violation of the District's Tobacco Free Schools Policy (Policy 106, Article 6);

Carry, bring, possess or use a weapon (Policy 408);

Violate the District's Policy on Student Expression or engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements that precipitate disruption of the school program or incite violence. (Policy 409);

Cause or attempt to cause damage to school property or to steal or attempt to steal school property including furnishings, equipment supplies or materials (Policy 410);

Throw objects that can cause bodily injury or damage property (Policies 404 & 410);

Commit any act that if committed by an adult would be robbery or assault as defined by State law;

Violate a criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.

POLICY 403 STUDENT CONDUCT—CONTINUED

Article 2 Prohibited Student Conduct—Continued

- Coerce or blackmail, i.e., obtain money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
 - Direct profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school;
 - Lie or give false information, either verbally or in writing, to a school employee;
 - Engage in scholastic dishonesty including cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work;
 - Be willfully disobedient, or defiant with school staff;
 - Disrupt, in any fashion, classroom activities or the learning environment;
 - Engage in sexual activity or explicit sexual behavior
 - While riding in a school bus or school vehicle, distract the driver or fail to comply with rules established by a school bus/vehicle driver or the School District's Transportation Director (Policy 411);
 - Be absent from school unless the absence is "excused" (Policy 402) or leave school grounds during school hours without the knowledge and approval of school officials or for purposes other than a sanctioned school activity.
- Students visiting or attending school functions are expected to follow the Platte Canyon School District Code of Conduct and Student Dress Code. We reserve the right to refuse admittance to any student not adhering to the policies.

Article 3 Discipline

- A. Students who fail to comply with the requirements of Article 1 and/or who engage in conduct prohibited in Article 2 of this policy shall be disciplined in keeping with provisions of Board of Education Policies. Violations of the conduct code may result in academic penalties, suspension from school and/or expulsion.

POLICY 404 DISCRIMINATION/HARASSMENT

Article 1 Discrimination

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of race, color, religion, sex, age, national origin, or handicapping condition.

Any student demonstration discriminatory behavior toward a student or staff member including comments, name calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, sex, age, national origin, or handicapping condition shall be subject to suspension, other disciplinary action as determined by the Principal or possible expulsion.

Reports of discrimination shall be filed with the Principal, except that a report may be filed with the Superintendent if charges are made against the Principal.

All reports of discrimination shall be investigated and appropriate corrective action shall be taken. The administrator receiving the report shall investigate allegations made in the report. Corrective action includes taking necessary steps to end the discrimination, to prevent the discrimination from recurring, and to prevent retaliation against anyone who reports discrimination or participates in a discrimination investigation.

The age of the student shall be considered when determining whether particular conduct occurred, whether it was discrimination and in determining the appropriate response.

Article 2 Harassment

All students regardless of race, religion, national origin, sex or handicapping condition shall be treated with respect and shall be protected from intimidation, threats, bullying, physical harm and/or harassment.

Any student who intimidates, threatens, bullies, harms and/or harasses, (including sexual harassment), a student or staff member shall be subject to suspension, other disciplinary action as determined by the Principal or possible expulsion. Incidences deemed to violate law shall be reported to the Park County Sheriff's office. Note: Ethnic intimidation is a criminal offense and any incidences of such intimidation will be reported to the Park County Sheriffs office.

Reports of harassment, including sexual harassment, (see Article 3 of this policy), shall be filed with the Principal, except that a report may be filed with the Superintendent if charges are made against the Principal.

All reports of harassment shall be investigated and appropriate corrective action shall be taken. The administrator receiving the report shall investigate allegations made in the report. Corrective action includes taking necessary steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or participates in a harassment investigation.

POLICY 404 DISCRIMINATION/HARASSMENT—CONTINUED

Article 2 Harassment—Continued

The age of the student shall be considered when determining whether particular conduct occurred, whether it was harassment and in determining the appropriate response.

When appropriate, the administrator conducting the investigation shall take interim measures to protect the alleged subject of the harassment or retaliation. In cases involving potential criminal conduct, law enforcement officials are to be notified.

Article 3 Sexual Harassment

All students shall be protected from sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser.

Article 4 Bullying

Bullying means any written or verbal expression, or physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events. Bullying may include a pattern of minor re-occurring incidences or a single major incidence.

Bullying is a form of harassment and a violation of the conduct code. Any student engaging in bullying behavior shall be suspended for a minimum of three school days and provided guidance counseling to eliminate this behavior. Re-occurring incidences may result in expulsion for a length of time to be determined by the Superintendent.

Each school shall implement a bullying prevention program as deemed appropriate based upon the age of the students enrolled and the number of bullying incidences.

POLICY 405 STUDENT DRESS CODE

Article 1 Dress Requirements

A student dress code is established to enforce a safe and disciplined learning environment. Standards for student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The policy for student dress is to be enforced while students are at school or while students are engaged in school-sponsored activities.

Students are expected to wear clothing that is clean. Dirty and soiled clothing that calls attention to the student or that disrupts the learning environment is not acceptable.

While a wide-range of clothing is acceptable at school, not all clothing or jewelry that is worn elsewhere is acceptable at school. The following items of dress are prohibited:

1. Brief and revealing clothing including, but not limited to, garments with spaghetti straps or strapless garments, backless garments, see-through clothing, garments that expose the midriff, pants that are cut low, shorts or skirts shorter than mid-thigh length. Undergarments must not be visible. Exceptions: shorts or short skirts that are approved for physical education and/or extra-curricular activities like cheerleading.
2. Pants that sag or fit below the waist or allow undergarments to be visible. All pants must be properly fastened.
3. Sunglasses in classrooms except for a medical purpose.
4. Clothing items that contain messages that are vulgar, offensive, obscene, profane or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug or tobacco use or violence; that are of a sexual nature; that threaten the welfare or safety of any person; that threaten disruptive behavior; that denote membership in gangs; that promote any activity prohibited by the student code of conduct; or that are otherwise contrary to the mission of the School District.
5. Chains and "spiked" accessories.
6. NO HATS

POLICY 407 DRUGS AND ALCOHOL

Article 1 Drug and Alcohol Prohibition

- A. Students shall not possess, use, sell, distribute, procure or be under the influence of alcohol, illegal drugs or other controlled substances while on school property, in a school vehicle or while taking part in any school sponsored or sanctioned activity.
1. For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with Board policy and regulations on administering medicines to students.
 2. This policy also includes substances that are represented by the student to be any such controlled substance or what the student believes to be any such substance.

Article 2 Policy Violations

Students possessing, using, procuring or under the influence of illegal drugs shall be subject to disciplinary sanctions which may include suspension and/or expulsion from school and referral for prosecution.

Expulsion and notice to the Park County Sheriff's office shall be mandatory for sale or distribution of drugs or other controlled substances. The length of expulsion shall be determined by the Superintendent but shall be for a minimum of 80 school days.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs that are available.

POLICY 408 WEAPONS

Article 1 Firearms

Students shall not carry, bring, possess or use a firearm in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. A firearm is defined as any gun including pellet and BB guns, whether operational or not, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm, or any device designed to propel projectiles by spring action or compressed air. Firearm facsimiles used for legitimate school purposes are excluded from this provision.

A student carrying, bringing, possessing or using a firearm as described in paragraph A of this Article shall be expelled for no less than one calendar year. However, mandatory expulsion is not required if the student discovers the firearm and notifies and delivers the firearm to a District employee as soon as possible.

Article 2 Knives

Students shall not carry, bring, possess or use knives in any school building, on school grounds, in any school vehicle or at any school-sponsored activity except for a specific, authorized educational purpose. A knife found in the possession of a student will be confiscated and returned to the parent upon request except that a knife as described in paragraphs "B" or "C" (below) shall be given to a law enforcement officer for disposition. Further incidences of carrying, bringing, or possessing an unauthorized knife shall result in disciplinary action including possible suspension and/or expulsion for a length of time determined by the Superintendent.

A knife with a fixed blade longer than three inches in length or a pocketknife or spring-loaded knife with a blade longer than three and one-half inches is a dangerous weapon under Colorado law (C.R.S.22-33-106). A student carrying, bringing, possessing or using such a knife shall be expelled unless the student discovers the knife and notifies and delivers it to a District employee as soon as possible. The length of time of the expulsion shall be determined by the Superintendent but shall be for a minimum of 40 school days.

Any use of a knife of any length to threaten or harm any individual or to deface, damage or destroy school property shall be expelled for a length of time to be determined by the Superintendent but shall be for a minimum of 80 school days.

Article 3 Instrument Intended to be Used or Used as a Weapon

A. A student who intends to use or uses any object, device, instrument, material, or substance, whether animate or inanimate, to threaten or harm any individual or to deface, damage or destroy school property shall be expelled for a length to be determined by the Superintendent.

Article 4 Potential Weapons

A. Any devices, instruments, materials or substances found in the possession of a student and deemed to be a potential weapon by the Principal shall be confiscated and returned only to the student's parent, guardian or law enforcement official. Notice shall be given that any further possession in any school building, on school grounds, in any school vehicle or at any school-sponsored activity will result in disciplinary action.

POLICY 409 STUDENT EXPRESSION

Article 1 Rights and Limitations

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio, and electronic media in all classroom and other school-related activities, assignments, and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school as follows:

- Obscene,
- Libelous, slanderous, defamatory, or otherwise unlawful under state law,
- Profane or vulgar,
- False as to any person who is not a public figure or involved in a matter of public concern,
- Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school,
- Violates the rights of others to privacy,
- Threatens violence to property or persons,
- Attacks any person because of race, color, sex, age, religion, national background, disability or handicap
- Tends to create hostility or otherwise disrupt the orderly operation of the educational process,
- Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.

Violation of this policy shall result in disciplinary action as determined by the Principal and in compliance with Policy 420, Student Discipline.

Article 2 School Sponsored Publications

School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Because the Board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

The Board encourages students to express their views in school-sponsored publications and to observe rules for responsible journalism. No student will be permitted to express views in school-sponsored publications that:

- Are false or obscene, libelous, slanderous or defamatory under state law;
- Present a clear and present danger of the commission of unlawful acts, violation of school rules or material and substantial disruption of the orderly operation of the school;
- Violate the privacy rights of others;
- Threaten violence to property or persons.

POLICY 409 STUDENT EXPRESSION—CONTINUED

Article 2 School Sponsored Publications—Continued

Student editors of school-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy and state law. The publications advisor within each school shall be responsible for supervising the production of school-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with

publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a school-sponsored publication is part of a school class or activity for which grades or school credits are given.

All school-sponsored publications shall contain a disclaimer that expression made by students in the exercise of freedom of speech or freedom of the press is not an expression of Board policy. The School District and employees are provided immunity from civil or criminal penalties for any expression made or published by students.

School-sponsored student publications may be distributed to students at a place and time, and in a manner determined by the Principal.

Article 3 Student Distribution of Non-curricular Materials

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

It is the goal of this policy to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression that is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board or District policy and/or regulations, violates another person's right to privacy, causes a material and substantial disruption of the orderly operation of the school, or threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption, damage to a person or property, or threaten violence to

POLICY 409 STUDENT EXPRESSION—CONTINUED**Article 3 Student Distribution of Non-curricular Materials**

property or persons in the judgment of school officials, shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

Article 4 Policy Violations

- A. Students violating this policy shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion.

POLICY 410 VANDALISM

Article 1 Definition of Vandalism

Vandalism refers to any willful or malicious action to damage or destroy school property including, but not limited to, grounds, facilities, vehicles, equipment supplies or materials. Vandalism includes the knowing and unauthorized use, alteration, damage or destruction of any computer, computer system, software, program or computerized data. Vandalism includes any act of arson.

Article 2 Duty to Report Vandalism

- A. The School District's buildings, grounds and other property are built, purchased and maintained with taxes levied on the community's taxpayers. All damage caused must be paid for in the same way. Therefore, all students and staff members are expected to report any incidents of vandalism to property belonging to the District and the name of the person or persons believed to be responsible.

Article 3 Policy Violations

- A. A student who plans an act of vandalism or who is identified to have committed an act of vandalism shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion. The student shall also be referred to law enforcement authorities and charges filed as appropriate.
- B. Administrators are authorized to pursue payment from the student and/or his/her parents for the costs of any vandalism.

POLICY 411 CONDUCT ON BUSES

Article 1 Privilege of Riding

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and rules for student conduct both at bus stops and on-board buses.

While riding in a school bus or school vehicle, students shall not distract the driver, engage in behaviors detrimental to the safe operation of the bus, or fail to comply with rules established by a school bus/vehicle driver or the School District's Transportation Director.

While waiting for a school bus or school vehicle, students shall adhere to the Code of Conduct and rules established by the School District's Transportation Director.

Article 2 Policy Violations

Students who violate bus rules for school bus safety established by the driver or the School District's Transportation Director shall be provided notice of non-compliance and bus riding privileges suspended. Parents shall be notified of each suspension.

Students violating the Code of Conduct beyond bus rules described in Paragraph A of this Article shall be subject to disciplinary action in keeping with policies of the Board of Education including suspension and/or expulsion from school in addition to loss of bus privileges.

POLICY 520 EDUCATIONAL SUPPORT

Article 3 – Library Media Services

Parents may request that their children not read any particular book. A parent, citizen or staff member may request that a book be removed from a library by completing a written statement indicating the nature of the concern. When such a request is made, the Principal shall form a committee that includes the Library Manager, Chair of the SAC or designee, two facility members and a community member appointed by the Principal to review the book's content and the concern. The committee shall recommend that the book be removed, be moved to a library for older readers, or be retained in the collection. The Principal shall determine the action to be taken based upon the committee's recommendations and shall notify the individual filing the complaint. The Principal's decision may be appealed with the Board of Education. The Board's decision shall be final.

POLICY 701 SCHOOL-COMMUNITY RELATIONS

Article 5 – School Visits

Parents of students are encouraged and invited to attend classes and have lunch with their student. Please check in at the office to obtain a badge. School policy prohibits any student who is not currently enrolled in school to visit during school hours unless previous permission was acquired.