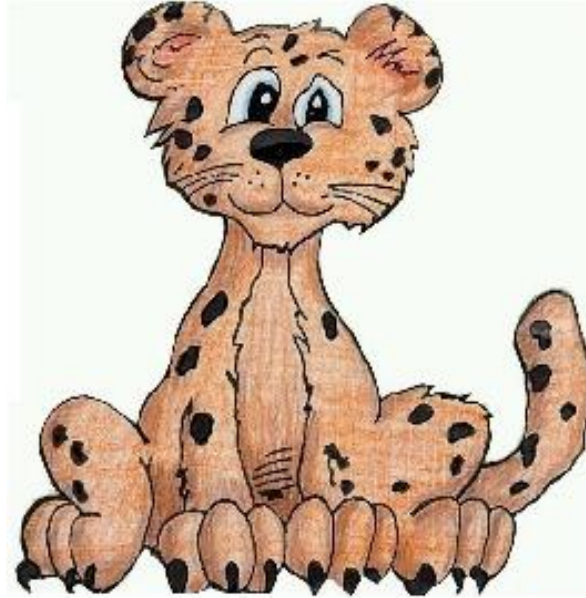


PARENT/STUDENT HANDBOOK



RUNNING CREEK ELEMENTARY Kindergarten – 5th Grade

**THIS HANDBOOK CONTAINS A SUMMARY OF
BUILDING POLICIES AND PROCEDURES**

**District Policies are available for viewing on the district website
www.elizabethschoolsdistrict.org**

Attendance Line: 303-646-1804

Office Line: 303-646-4620

www.elizabethschoolsdistrict.org/RCE

900 S. Elbert Street

P.O. Box 550

Elizabeth, Colorado 80107

District Mission Statement

To provide our students with excellent and diverse learning opportunities that inspire a passion for learning, develop individual potential and prepare them for a successful future.

Running Creek Mission Statement

At RCE, we envision all members of the school community respectfully collaborating to build and promote individual achievement and growth in a safe and engaging environment.

School District Telephone Numbers

District Office: 303-646-1836

Human Resources: 303-646-1832

RCE Preschool: 303-646-4620

Running Creek Elementary: 303-646-4620

Singing Hills Elementary: 303-646-1858

Elizabeth Middle School: 303-646-4520

Elizabeth High School: 303-646-4616

RCE Kids Club: 303-646-6732

Special Services: 303-646-1844

Transportation: 303-646-6790

Food Services: 303-646-3224

GENERAL INFORMATION

SCHOOL HOURS:	7:50 am – 3:00 pm (M,T,W,F) 8:50 am - 3:00 pm (TH)
OFFICE HOURS:	7:30 am - 4:00 pm
GRADE LEVELS:	Preschool to 5 th Grade
POPULATION:	400 students; 70 faculty & staff
MASCOT:	Jaguar
AVERAGE CLASS SIZE:	21 students (average) per classroom (K-5)

RUNNING CREEK ELEMENTARY SCHEDULE

Lunch & Recess:

K	Lunch 10:55 -11:20 Recess 11:20 – 11:35
1 st	Lunch 11:20 -11:40 Recess 11:40 – 12:00
2 nd	Lunch 11:40 – 12:00 Recess 12:00 – 12:20
3 rd	Lunch 12:15 -12:35 Recess 12:35 – 12:55
4 th	Lunch 12:55-1:15 Recess 1:15-1:35
5 th	Lunch 12:35-12:55 Recess 12:55-1:15

Specials Schedule (Mon-Fri):

5 th	9:00-9:45
4 th	9:50-10:35
3 rd	10:40-11:25
1 st	12:10-12:55
K	1:00-1:45
2 nd	1:50-2:35

CONTACT INFORMATION

It is very important that we have current telephone numbers for parents/guardians and emergency contacts. If your home (or mailing) address or telephone number changes, please notify the office immediately. Also, if your emergency contacts change or their contact information changes, please notify the office.

ATTENDANCE

The Colorado legislature has adopted compulsory attendance laws to ensure regular school attendance for children under the age of seventeen years [C.R.S. 22-33-107(3)]. These attendance laws place the responsibility of regular attendance not only on the student, but the parent(s)/guardian(s) as well. Students are required to be in regular school attendance 968 hours for grades 1-5 and 900 hours for kindergarten, per year.

RCE has a Student Attendance Line. If your child is ill or late, **please call the office before 9:00 a.m. at 303-646-4620.** Your phone call will make that illness or tardy excused, rather than unexcused. If a student arrives after 7:50 am, they must come to the office to check in prior to heading to class. When the child's teacher reports a child absent from school and the attendance secretary has not received a phone call or note from the student's parent or guardian, you will receive an automated call from the district and/or a call from our registrar.

We understand that unforeseen illness and absences occur during a school year. Our intention is to work with families when this occurs. Attendance records will be reviewed on a weekly basis and parents will be communicated with by letter via the following attendance support plan: 10+ absences (letter sent to parents/guardians), 15+ absences (2nd letter outlining "unexcused policy"), 20+ absences (Attendance Support Team meeting scheduled, attendance contract developed), contract violation (referred to District Attendance Review Board). Students will be eligible for an Excellent Attendance award if they miss two days or less during the school year.

STUDENT DROP OFF & PICK UP

Parents may drop off or pick up students in the south lot utilizing the drive-through loop. Overflow parking is available in the church parking lot to the north of the school. If you are planning on entering the school or talking with others inside or outside of the school, you must park in a designated parking place. Under no circumstances should parents leave a vehicle unattended in the flow of traffic or in the pickup lane.

Please drive slowly and carefully through the parking lot.

Be patient. It often takes several minutes for students to get to the pick-up area and for the vehicles in front of you to load their students.

Wait until you are pulled up to the curb before you let students out of your car or call for your students to enter your car. It is unsafe for students to walk through the parking lot to get to your vehicle. They must wait by the curb until their parent/guardian pulls all the way up.

Students may ride bicycles or non-motorized scooters to school, but must leave them in the bicycle parking area. Once students reach the sidewalks, they should walk their bikes to the parking area. Students who ride bicycles or scooters to school are encouraged to wear a helmet. No skateboards, in-line skates, skate shoes or motorized scooters are allowed on school grounds.

The bus loop in front of the school is closed to parking and all traffic, except for school buses, from 7:00 to 9:00 am, and from 2:30 to 3:15 pm. To accommodate for any possible late buses, the bus loop must remain clear of all other vehicles during the designated times. Repeat violators of the bus loop procedures may be ticketed.

SUPERVISION

Supervision of students on the school grounds begins at 7:30 am. **Students should not be on school grounds prior to 7:30 am. If students arrive at school prior to 7:30 am, they must attend Kids Club and parents will be required to pay the appropriate fee.** If a student is **not picked up by 3:15pm** they will be sent to Kids Club and parents will be liable for the cost.

Students are expected to remain on school grounds during the instructional day unless arrangements have been made. Please sign your child out in the office if they need to leave early. Only the parent or guardian, or persons designated on the emergency card, may sign a student out from school early. The parent or guardian may call ahead of time to specify that someone else (other than the parent or guardian or those listed as emergency contacts) is picking up the student.

TRANSPORTATION INFORMATION

It is the responsibility of the school bus drivers to provide the safest transportation possible. All bus passengers must be aware of their responsibilities as riders and must contribute through their actions to the proper atmosphere necessary for safe transportation.

Bus rules are posted on all district buses and will be reviewed with all riders by the bus driver. Our goal is to establish a standard of uniformity and consistency on all district buses with the school. Please direct any questions regarding transportation to 303-646-6791.

If your child fails to get on the bus when the bus leaves the school grounds, or their ride is running late, students should go to the office. We will contact the

parents or emergency contacts for further instructions. If any student is not picked up by 3:15 pm, they will be taken to Kids Club.

LATE STARTS & EARLY CLOSURES

The district has two options available on inclement weather days: 1) to have “no school” or 2) to have a “delayed start” by one or two hours. The district will make every effort to communicate a delay or closure no later than 6:00 a.m. Families and staff will be notified through our automated calling system. The decision will also be posted on the district and school websites, and communicated to local media. Every effort will be made to avoid early closures. Should that be necessary, you will be informed as soon as possible so as to make alternate arrangements for picking up your students.

EMERGENCY SCHOOL CLOSURE

Closings will be broadcast in the Denver area by 6:00 a.m. or as soon thereafter as possible. Emails, phone calls and website information from ESD will also be a form of communications for closings or delays. If no notice of school closure or delays is broadcast, then it can be assumed the school will be open on a regular schedule. Your safety is most important. If you believe that you cannot make it to school safely, please contact our office to report your child’s absence.

INDOOR RECESS

When the “real-feel” temperature is below 20°, or recess monitors feel that the weather conditions are too dangerous, students will have recess indoors.

WITHDRAWAL

In order to withdraw your child from school, you will need to contact the front office and inform the registrar within a reasonable amount of time. You will also need to return any library books and pay any outstanding fees.

FIELD TRIPS

Students must have written permission from a parent or guardian to attend school field trips. Sometimes there are opportunities for parent volunteers to ride the bus. Parents may drive their own vehicles. Students may not ride with parents to their destination, but may ride with the parent after the field trip if they are checked out appropriately. Teachers will communicate expectations for student check-out.

LIBRARY

Students are allowed to check out library books for one week at a time. If a book is lost or severely damaged, parents will be charged the replacement cost of the book.

STUDENT HEALTH & ATTENDANCE POLICY

Student Illness Guidelines

The following guidelines for keeping students at home are necessary to help ensure the health of our students and staff.

1. If the child has been vomiting during the night or before school.
2. If the child has a fever of 100 degrees (F) or greater or has been running a fever during the night.
3. If the child has been diagnosed with strep-throat, he/she must be on antibiotics for at least 24 hours before returning to school.
4. If the child has conjunctivitis or "pink eye", he/she must be on antibiotics 24 hours before returning to school.

Medications Given at School

No prescriptions or over-the-counter medication will be administered by any school personnel, including the nurse, except on the written orders of a physician. Medications will be safeguarded at school to avoid any risk they might be ingested by the wrong child. Non-prescription (over-the-counter) medication must be in its original container.

The procedure for administering medications by school personnel will be:

1. Parents may come to the school and give medication to their child at the appropriate time.
2. Parents may get a medication form from the school and have their doctor indicate on the form the drug, dose, and time the medication should be given. The doctor must sign the form. The primary labeled bottle containing the medication, along with the instructions, must accompany all medication given at school.
3. Students are not allowed to carry medicine with them at school. Inhalers may be carried by students with written permission by parents and physician.

Students **are not allowed to share items** that could affect the health and/or well-being of others. Examples include but are not limited to: chapstick, combs, hair accessories, etc. It is especially important that students do not share food with each other due to potential allergies. Students should not have cough drops or any type of medication in their possession at school. All prescription medication must be checked in with the health office. If a student needs to have a cough drop or OTC medication, please talk to the health technician.

Please remember to provide our health clinic aide & office with important health information when necessary.

DRESS CODE

We expect students to be appropriately dressed for all school activities held on any school grounds and for all field trips. Dress may not be such that it creates a distraction or disturbance that interferes with the teaching/learning activities and/or climate of the school. A decent coverage of the body is expected;

therefore, clothing should cover the body from the shoulder to the mid-thigh and must cover all undergarments. Items of clothing not specifically covered in the list below can be prohibited at the discretion of the administration. **The decision as to the safety or suitability of clothing is a matter of judgment of school personnel.**

The following will not be allowed:

- halter-tops, tops that expose the midriff, spaghetti straps, sleeveless tops with large armholes
- short shorts or skirts (above finger tips when hands are by your side) and sagging pants
- clothing with offensive language or pictures including any reference to drugs, alcohol, weapons, or inappropriate content
- wallet chains, or heavy chains around the neck or wrist
- hats, visors, sunglasses, or excessive make-up (unless it is a designated spirit day or approved for medical reasons)

Violations of the dress code will result in a change of clothes either at home or at school. Repeated violations may result in disciplinary action.

Please dress your children appropriately for cold weather. Students will participate in outdoor recess unless the temperature and wind chill are deemed too low by administration (less than 20°) . If there is a medical reason why your child should not be exposed to the cold, please send a note to the teacher. Parents are encouraged to ensure that their children's shoes are safe for playground activities and appropriate for the weather.

We encourage you to make sure your child's name is marked on all his/her belongings.

LOST AND FOUND

Our Lost & Found is located in the hallway by the cafeteria. Any lost money, valuables, phones, or small items are stored in the office. Students should check immediately for lost items. Items will go to charity at various times throughout the school year, usually after parent/teacher conferences in October and March, and during the winter break. The dates will be posted and parents will be notified through the weekly Jag Tracks.

PTCO/SAC

The RCE PTCO meets monthly in conjunction with the SAC meetings. Our PTCO is dedicated to serving parents, teachers, community, and children. The PTCO is an active group involved in many projects. **Parents are welcome and encouraged to attend PTCO meetings.**

BREAKFAST PROGRAM

Breakfast is served daily in our cafeteria from 7:30-8:10 am. On Thursdays, breakfast is served from 8:30-9:10 am. Students that are tardy will not be able to

eat breakfast after the designated time. Breakfast consists of a variety of food items and can include reduced sugar cereal, milk, a whole grain pop tart, and juice.

SCHOOL LUNCHES

Lunch consists of a meat or meat alternative, vegetable, fruit, bread or bread alternative, salad bar, and milk. The menus are available to view on the district website under “Food Services”. Every student may receive one breakfast and one lunch per day free of charge. The cost for an extra milk is \$.75

Menus are available on the district website. If a student would like to purchase a la carte items, such as milk or a second helping of the main course, they need to have money loaded on their lunch account. You can have them bring cash or check, or load money at www.payschools.org.

Allergy Aware

As needed, a table is designated in our cafeteria as a “peanut-free zone”; it is for our students with specific nut allergies. Additionally, classroom teachers will notify parents if they are instituting a “peanut-free” classroom because of student allergies. Allergy notices are also posted at each classroom door. We appreciate your help and support by not sending peanut products to school when your child’s classroom is designated as a “peanut-free” classroom.

TECHNOLOGY

Students who bring cell phones and any other forms of technology to school do so at their own risk. All cell phones will be turned off and kept in backpacks during school hours. If cell phones are seen, they may be taken until the end of the day or when a parent is available to pick it up from the principal. Teachers may schedule special days where students have permission to bring technology items to class to use. Devices such as tablets, Kindles, etc. must be kept in backpacks throughout the school day unless permission is given to use it from a staff member. Student-owned devices are not permitted on school wireless networks without prior permission from administration. Students may wear smart watches at school; however, students may not use their watch during the school day for text messaging, phone calls, or any other use unrelated to school.

VOLUNTEERS

For the safety of our students, all volunteers are required to have a background check. Adults who plan to volunteer in our building must complete a background check form which can be obtained from the front office.

REVIEWING STUDENT RECORDS

Student education records may be reviewed by parents of students who are currently or have been in attendance at Running Creek Elementary. If you are interested in reviewing your child’s education record, please contact the principal with a written request which specifies the record(s) you wish to review. The

principal will then establish a meeting within three (3) working days from receipt of the request.

ACADEMICS

Colorado State Standards

The academic program in the Elizabeth School District is based upon the Colorado State Standards in all content areas. These Standards must be incorporated in all grade levels and across all content areas.

Literacy

Based on our shared philosophy, our literacy program devotes approximately two and a half hours per day to developing the literacy skills of our students. We believe in a comprehensive approach that reflects the state standards and teaches the five components of reading instruction: phonemic awareness, phonics, vocabulary, fluency, and comprehension. The components are taught in various methods using a wide range of materials. Students at RCE are taught to use decoding and comprehension strategies appropriate for their grade level. Instruction is diagnostic and prescriptive, providing learning that ensures that each child masters all five components at his or her individual level. Students are expected to meet and/or exceed grade level proficiencies as determined by the Colorado Department of Education which are incorporated into our reading program. Students who are not meeting grade level proficiencies in reading will be placed on a READ Plan, which is developed through a partnership between parents and teacher.

Math

Children of the 21st century need a mathematics curriculum that is both rigorous and balanced. Based on this requirement, Elizabeth School District uses i-Ready Classroom Mathematics 2024. The iReady Math program is taught in grades K-8 and incorporates computation skills along with higher level mathematics skills and applications. This approach emphasizes a problem-solving, hands-on approach to math using real life mathematical problems.

Science/Social Studies

We use CKLA, along with resources specific to grade level standards for Social Studies. For Science, we use Mystery Science as our instructional core. The students “explore” topics by experiencing the process of questioning, investigating, and critical thinking.

Specials

At Running Creek, we are fortunate to have three full-time “specials” programs: art, music, and physical education. Each specials class is required to follow the Colorado State Standards for their specific subject area.

Specialized Programming

Title 1

Our Title 1 teachers work with students who are struggling with reading. This program *supplements* and does not replace the students' classroom reading instruction. It is a "second dose" of reading instruction.

Special Education Services

Our Special Education staff support our students who are on Individualized Education Plans (IEPs) in conjunction with the classroom teachers. Special education services may include the following: moderate needs, severe needs, speech/language, or occupational therapy. The district also has a psychologist on staff who serves RCE on a part-time basis.

504

Students on 504 plans receive modifications and accommodations within the classroom.

ALP

Students on Advanced Learning Plans receive modifications and support within the classroom.

RtI /MTSS

Response to Intervention (RTI)/Multi-Tiered System of Support is a multi-tiered approach to the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classroom. Learners are provided with interventions to support their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RtI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

STANDARDS-BASED GRADING

A student progress report is sent home each semester, showing the student's progress toward grade level proficiencies based upon the standards set forth by the state of Colorado and the Elizabeth School District.

Standards-based grading is NOT equated with a traditional A,B,C,D,F scale nor is it determined through percentages; it reflects a student's understanding or mastery of the standards. The following numeric scale is used:

4 = Advanced understanding; is able to apply concepts in new and unfamiliar ways

3 = Proficient; meets grade level expectations

2 = Partially proficient; there are gaps in the student's understanding

1 = Unsatisfactory; student has little or no understanding

NA = Not assessed at this time

Students are also assessed on their skills and behavior that support learning (effort, participation, work habits, etc.) The following scale is used for lifelong learning skills:

E = Excellent

S = Satisfactory

N = Needs improvement

Kindergarten parents will receive reports from Teaching Strategies Gold in lieu of a traditional report card.

INFINITE CAMPUS

We use Infinite Campus as our electronic, web-based data management system. "IC" allows teachers to take attendance electronically, manage their grade books, upload report card data, and access student/parent information via a web-based system. This system is secure.

If you are a new parent to our community, or if you need updated access information, please contact our main office and you will receive a letter in the mail communicating your Campus Portal Activation Key which allows you to set up your Parent Portal account. Parent Portal will allow you to access your student's contact information, schedule, attendance, and semester grade reports. Some of the teachers in our school use the online gradebook element of Parent Portal. The online gradebook component allows parents to regularly monitor their child's academic performance by viewing classroom grades. You will be notified by your child's classroom teacher if he/she is using the gradebook aspect of Infinite Campus.

The Parent Portal weblink is accessible via our school website (left-hand menu bar).

REPORT CARDS & CONFERENCES

Report cards will be available in Infinite Campus at the end of each semester. Parent/Teacher Conferences will be scheduled twice a year in October and March. If you feel a need to have an additional conference, please contact your child's teacher directly.

ASSESSMENTS

In addition to the ongoing assessments in the classroom and semester progress reports, our students also participate in formal district and state assessments. In accordance with the new Colorado READ Act, which mandates that all students will be reading on the third grade level by the end of third grade, all classroom teachers assess students on their reading levels using iReady Reading, and DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is used for kindergarten and READ plan students. Student writing is assessed with specific grade level writing rubrics. Students in grades 3-5 will be assessed with CMAS (Colorado Measures of Academic Success) testing in reading, writing, math, social studies (4th grade) and science (5th grade). iReady assessments are given to all students in grades K-5 in the areas of reading and math. These computerized assessments are given throughout the school year to measure and progress monitor student growth. Results of these assessments are sent home with students. Students in preschool and kindergarten are assessed using the Teaching Strategies GOLD assessment, which also supports the Readiness Plans. Kindergarten through 5th grade use DIBELS and iReady to support students on READ Plans.

HOMEWORK POLICY

Purpose

Homework helps develop responsibility, self-discipline, and lifelong learning habits. It is the intention of Running Creek Elementary School staff to assign relevant, challenging, and meaningful homework that reinforces classroom instruction and learning objectives. Homework must have a purpose and should provide students with the opportunity to apply information they have learned. Feedback should be given on all homework assigned and serve as a communication piece between the parent, student, and teacher. Parents should monitor and help establish routines so that the student can become an independent, responsible learner. Homework is modified based on a student's individual needs (i.e. IEP, 504, ALP Plans).

Homework assignments may include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

Late or Missing Homework Assignments

Students are expected to turn in homework assignments on time. Students who are missing assignments may be asked to complete the assignments during school hours.

PROFILE OF A GRADUATE

Core to Elizabeth School District's work to provide students with career exploration and readiness opportunities is the Profile of a Graduate, which says the school district will, from kindergarten through graduation, provide opportunities for students to develop seven characteristics that will help them thrive at any stage of life – well beyond their time in school.

The seven competencies on which the district is focused are also ways to describe each graduate:

- Leader
- Empathetic and Collaborative
- Adaptable and Resilient
- Effective Communicator
- Independent Learner
- Academically Prepared
- Entrepreneurial

Students at RCE will learn about each of the characteristics and how to live them out on a daily basis. Students will earn JAG Tickets for displaying the characteristics at school, and several students in each class will be recognized at the end of each month for being exceptional role models in relation to the Graduate Profile.

STUDENT BEHAVIOR

Our school incorporates the Positive Behavioral & Intervention Supports (PBIS) approach which promotes and encourages a welcoming school environment as well as reinforces and recognizes good behavior. Each classroom creates a set of rules or a class contract that incorporates our core values of respecting self, respecting others, and respecting our environment.

School-wide Behavior Management System

Teachers will implement systems to support positive behavior throughout the school day by recognizing the Graduate Profile competencies of student behavior, using restorative practices to support problem-solving, and communicating with parents.

The following guidelines are designed to promote consistent management plans across all classrooms, grades, specials classes, cafeteria, and playground. *A reward system (school-wide and in individual classrooms) helps promote positive behavior choices in all learning environments.*

- Each classroom will have behavior expectations posted.
- Consequences for rule violations are also posted.
- A break area is located in each classroom.
- When assigned, students need to complete an RC Plan and review it with the teacher. A copy of the plan will be sent home with the student to be signed by parents.

- Discipline referrals are for repeated and significant behaviors. Parents will be called and a copy will be sent home with the student to be signed by parents.

Initial Steps

When discipline issues of a mild to moderate level first arise in the school environment, students will be warned and the teacher will speak with the student individually. If there is a recurrence, an RC plan will be written and parents will be notified by the teacher. If the behavior is repeated, a discipline referral will be written and parents will be notified by the Dean of Students.

RC Plan

This is an agreement between the teacher, student, and parents regarding behavior issues that disrupt the classroom learning environment. RC Plans with parent signatures are to be returned to teachers by the students.

Discipline Referrals

Teachers will refer students to administration and complete a "Discipline Referral" form in the following circumstances:

- RC Plan violations
- A student accrues repeated RC plans (2 or more)
- Serious violations of school rules, those which threaten the safety and welfare of students or staff, or which cause significant disruption to the school environment

Ladder of Consequences

Consequences for office referrals range from warnings and parent contacts to suspension or expulsion. Each situation will be dealt with on a case-by-case, individual basis. Considerations include previous history, seriousness of offense, district policy, etc. Always keep in mind our purpose for discipline is to protect the safety and welfare of students and staff, to ensure a conducive learning environment, and to change negative behaviors of students. These three factors are always considered by administration when determining consequences.

CODE OF CONDUCT

Suspension/Expulsion of Students

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

- Causing or attempting to cause damage to school property or stealing or attempting to steal.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.

- Causing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act which if committed by an adult would be considered robbery or assault, excluding 3rd degree assault, as defined by state law. Expulsion shall be mandatory, in accordance with state law.
- Violation of criminal law or any behavior that could be considered a violation of criminal law.
- Violation of district or building regulation.
- Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
- Violation of the district's alcohol use/drug abuse policy. Expulsion should be mandatory for sale/distribution of drugs or controlled substances, in accordance with state law.
- Violation of the district's smoking and use of tobacco policy.
- Throwing objects outside of supervised school activities that can cause bodily injury or damage to property.
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school.
- Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority.
- Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Committing a violation of the district's policy against discrimination and harassment of students and staff.
- Declaration that the student is habitually disruptive, for which expulsion shall be mandatory.
- Violation of the district policy on secret societies/gang activities.

SCHOOL BULLY-PROOFING

What is Considered "Bullying"?

- **Rude:** any written or spoken words, physical act or gesture, that **unintentionally** offends another person in a **single occurrence**

- **Mean:** any written or spoken words, physical act or gesture, that **intentionally** offends another person in a **single occurrence**
- **Bullying:** any written or spoken words, physical act or gesture, that is **intended** to cause harm to one person or a group of people in the school, on school grounds, in school vehicles, or at school events, and **repeated over a period of time**

How We Prevent Bullying

- RCE is a recognized Positive Behavioral Support and Intervention (PBIS) school. This means that each classroom has clearly defined rules and expectations for our students regarding student behaviors. ***PBIS is a “prevention-focused alternative to student support that blends socially valuable outcomes, research-based procedures, behavioral science, and a systems approach to reduce problem behavior and improve school climate” [Horner, Sugai, Todd & Lewis-Palmer, 2005].
- Our school incorporates the PBIS approach which promotes and encourages a welcoming school environment as well as reinforces and recognizes good behavior. As a school, we focus on the Profile of a Graduate to include the following competencies: Leader, Entrepreneurial, Effective Communicator, Adaptable & Resilient, Empathetic & Collaborative, Academically Prepared, and Independent Learner.
- We also encourage students to regularly practice “The Golden Rule” (treat others as you wish to be treated), and to solve conflicts in a peaceful and respectful manner.
- We encourage students to repair relationships, where children discuss their issues or concerns, and problem-solve with the support of an adult and with the use of a structured platform.
- Formal “mediation” is offered by our school counselor to students who are struggling with getting along with one another.
- Guidance lessons are regularly facilitated by the school counselor for grades K – 5. These lessons serve to raise awareness and knowledge of social issues such as friendship, honesty, fairness/cooperation, citizenship, effort, and respect.
- The school counselor is available for 1-on-1 consultation with students struggling with social and/or emotional issues.

Running Creek Response to Bullying

The following points explain our school’s practiced and consistent responses and procedures to bullying incidents:

- Bullying reports are immediately (within 24 hours during the school week) reviewed by the principal, the dean, or the school counselor. Please note that this does not necessarily mean that we will have resolution of the issue within 24 hours, but we will begin addressing it and will do so as quickly as possible.
- Situations are investigated immediately, in full, and with the utmost discretion.

- Students who report being bullied by others will have the opportunity to discuss additional strategies for managing the problem with the school counselor. Small group counseling is available as well.
- Students responsible for bullying behaviors will also have the opportunity to discuss appropriate behaviors with the school counselor, the dean, or the principal.
- Parents of all parties involved will be contacted.
- Parents will receive information about their own child, with regards to what is occurring at school, and how the school is responding to their child. We will not share information about your child with other parents, and likewise will not share information about other children with you.
- When bullying is reported, data is collected which is then reviewed by the principal, dean, school counselor, and staff involved. This helps us determine ways to make our school safer, friendlier, and more proactive.
- As the very nature of bullying is varied and complex, each situation is reviewed individually by the school, and discipline measures are determined based upon the findings.
- **We inform our students that bullying will not be tolerated. What that means is that the school will always react to incidents of bullying. If the school discovers a student has been bullying another student(s), discipline measures will be taken based upon the level of behavior and discipline history of that student. Parents of the student will always be notified.**

COUNSELING

Our full-time school counselor offers a variety of support to students and families. Individual counseling is available on an “as needed basis” based upon staff or parent referral. The counselor can see a student up to **two** times before needing a signed permission slip. Small group and individual counseling is offered to help students deal with issues such as family change, loss, friendship, coping skills, conflict resolution, and organization.

Additionally, the counselor is the first person to contact if you have concerns such as neglect, abuse, etc. Parent resources/referrals are available on a variety of subjects such as community services, academic support, and discipline/behavioral issues. We encourage open communication and active collaboration between parents and the school counselor to provide comprehensive support to our students, ensuring their success in both their academic journey and personal development.

MANDATORY REPORTING

Under Colorado Code Title 19 (CO Code § 19-3-304) public or private school officials or employees are required to report to law enforcement or county department any suspicion of abuse or neglect immediately upon receiving such information or cause for belief.

SAFETY

It is our utmost priority to ensure the safety of your child while they are at Running Creek Elementary. All staff members receive training with the SRP (Standard Response Protocol) and ICS (Incident Command System). You can view the SRP information at www.iloveyouguys.org. District administrators meet monthly with first responders to discuss student safety.

Doors remain locked during the school day and you will need to ring the bell, be identified and buzzed in, and then come to the office to check in through the Raptor system. The first time you do this you will need to bring your driver's license to be entered into the system. All adults at RCE should have a badge or a visitor sticker on. Please notify the office if you see an adult without a badge or sticker.

Safety and security measures currently in place include, but are not limited to:

- Security cameras monitoring entrances and premises by personnel
- Locked door entrance system
- Partnerships with emergency responders from community at-large
- Visitor sign-in procedures
- District Employee ID badges
- Ongoing training with staff; regular drills with students using Standard Response Protocol (SRP)
- Short-term supplies of food and emergency blankets in key buildings
- Enhanced communication systems, including two-way radios and pagers
- Safety audits of buildings, compliance with safety laws and regulations
- First Aid/CPR certified staff in every building
- First aid kit in every school
- School nurse or health aides on duty
- Daily monitoring of local, national, and global events
- Incident Command Team at every level
- District Crisis Intervention – Recovery Team that includes counselors and psychologists
- Community Resource Officer support

Please help us in the following ways:

- Keep medical information up-to-date.
- Keep emergency contact information current and inform school personnel if there are changes in your home, work, or cell numbers.
- During an emergency, please do not call the school. Telephone lines and cell towers are needed for emergency calls.
- In an emergency situation, do not immediately drive to the school. Additional traffic will interfere with safety procedures and could unnecessarily put individuals at-risk.
- Please wait for instructions from the school or district on the procedure for reunification with your child.

Please review the Parent/Student Handbook, and then sign and return this page by Friday, January 19, 2024.

STUDENT

*I have read and I understand the policies and expectations outlined in the **Running Creek Elementary School Student Handbook**. I will follow them to the best of my ability.*

Student Signature: _____ **Date:** _____

PARENT/GUARDIAN

*I have read and I understand the **Running Creek Elementary School Student Handbook**, and agree to the rules and expectations. Also, I understand that these documents are a work in progress and may be updated during the year. Students, parents, and guardians will be informed of any changes during the year.*

Parent Signature: _____ **Date:** _____