

# PARENT-STUDENT INFORMATION

SINGING HILLS PRESCHOOL & ELEMENTARY SCHOOL



*Our mission at Singing Hills Elementary is to collaboratively help all children reach their highest potential and become productive members of society.*

*Success for all Students!*

Singing Hills Elementary School  
Elizabeth School District  
41012 Madrid Dr.  
Parker, CO 80138  
(303) 646-1858

[www.elizabeth.k12.co.us/singinghillselementary\\_home.aspx](http://www.elizabeth.k12.co.us/singinghillselementary_home.aspx)

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## **ELIZABETH SCHOOL DISTRICT-INFORMATION**

### **Board's Purpose:**

We will strive as a unified team of elected citizen volunteers to keep students at the heart of our decisions, to grow the district in a positive direction, and to focus on student success at every level.

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### **School District Board Members:**

Carol Hinds, President  
Dee Lindsey, Vice President  
Cary Karcher, Treasurer  
Paul Benkendorf, Secretary  
Richard Smith, Asst. Secretary/Treasurer  
Douglas Bissonette- Superintendent of Schools

### **School District Telephone Numbers:**

District Office 303-646-1836  
Human Resources 303-646-1832  
Running Creek Elem. (P-5) 303-646-4620  
Singing Hills Elem. (P-5) 303-646-1858  
Elizabeth Middle School (6-8) 303-646-4520  
Elizabeth High School (9-12) 303-646-4616  
Frontier High School (9-12) 303-646-1798  
Preschool 303-646-1858  
Child Find 303-646-1848  
Special Services 303-646-1844  
Transportation 303-646-6790  
Food Service 303-646-3224  
Facilities and Operations 303-646-1849

## **Elizabeth School District-Core Values**

### **District Mission Statement**

#### **Elizabeth School District**

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

***STUDENTS ARE AT THE***



***OF EVERYTHING WE DO!***

## **SINGING HILLS VISION STATEMENT**

WE ENVISION SINGING HILLS AS A PLACE WHERE STUDENTS REACH THEIR HIGHEST LEVEL OF ACHIEVEMENT THROUGH:

- a standards based curriculum with clear specific goals and common assessments.
- commitment and accountability among students, staff and parents.
- a consistent response system, which includes timely interventions ensuring all students reach their potential.
- ongoing professional development based on “best practices”.
- differentiated instruction based on student needs.
- a culture in which students know that learning is required and failing is not an option.

**We envision Singing Hills as a safe, comfortable environment for all parents, students and staff, both emotionally and physically through:**

- order and discipline.
- an environment that encourages positive risk taking among students and staff.
- a welcoming atmosphere with safe and attractive grounds and evidence of creativity throughout the building.
- an emphasis on frequent celebrations of student learning.
- an environment where all parents, students and staff demonstrate PAWS (positive attitude, act responsibly, willing to learn and safe choices).

**We envision Singing Hills as a school that prepares our students for a successful future through:**

- fostering problem solving skills and adaptability.
- developing a relentless curiosity for learning.
- fostering intrinsic motivation for students to achieve their highest potential by encouraging them to realize personal goals and dreams.
- acquiring the knowledge and skills needed to access information in a variety of ways, including technology.
- providing a broad education to develop well rounded citizens in our society, including an education in the arts and humanities.

## **General School Information**

### **Contact Information**

- Office Hours: 7:30 a.m.-4:00 p.m.
- School hours: Monday, Tuesday, Wednesday and Friday 8:00 a.m.-3:10 p.m., Thursday 9:00 a.m. -3:10 p.m.
- Phone: 303-646-1858
- Attendance Line: 303-646-1815
- Principal: Regina Montera
- Office Manager: Brenda Johnson
- Secretary: Pam Karcher
- Counselor/Psychologist: Connie Hines
- Health Aide: Amy Kerchner

### **Interesting Facts**

- Approximately 380 students enrolled in K-5<sup>th</sup> and 75 students enrolled in Preschool
- Mascot-Coyote "Wildfire"
- School colors-blue, red and tan
- Preschool through grade five
- 60 Faculty/Staff
- Average class size approximately 21 students (K-2nd) and 25 students (3rd-5th)
- Specials classes include Art, PE, STEM and Music
- Gifted and Talented Services, English Language Learning Services, Special Education Services
- Before and after school care provided by Kid's Club Program
- Full day Kindergarten program on-site
- Full day and half day options for preschool
- Before and after care provided for preschool

### **Web-Site Information**

Please contact our school and district web-sites regularly for up to date information about our school community. We continue to update the information listed on our web-site on a regular basis. Every teacher has a web-page that communicates important class information. Additionally, our bi-monthly Coyote Howlings newsletter is emailed and posted on our web-site (twice a month). Web-site address:

<https://www.elizabethschooldistrict.org/SHE>

## **School Pride and Academic Goals**

*The mission at Singing Hills Elementary School is to collaboratively help all children reach their highest potential and become productive members of society.  
Success for all students!*

### **Points of School Pride**

Our school incorporates the Positive Behavioral & Intervention Supports approach which promotes and encourages a welcoming school environment as well as reinforces and recognizes good behavior.

Our parent community is an integral component of our school. Parents dynamically support, volunteer and participate in various school functions.

Our school actively contributes to our local community by participating in many community service projects throughout the year.

Our students have access to numerous technology instructional experiences and learnings. Teachers regularly incorporate technology into their daily instructional practice.

### **School Goals:**

We continue to focus on increasing our overall growth performance in the areas of reading, writing and math. Additionally, our school goals continue to focus on student growth in reading, writing and math based on MAP (Measure of Academic Performance) assessment data, state assessments CMAS (Colorado Measures of Academic Success) and grade level content area assessments. We are also focused on improving the academic performance of our students with disabilities, specifically in the area of literacy. Our teachers meet collaboratively on a regular basis to analyze assessment results and adjust instructional practices as necessary.

In addition, as part of our Positive Behavioral & Intervention Supports program, our goal is to continue to support a positive school environment and decrease behavior incidents. Moreover, our school continues to enhance our technology approaches and practices for students.

## **Parent Involvement**

### ***PTCO, Parent Teacher Community Organization***

Our PTCO supports our school, staff and students with several fundraising events throughout the school year. PTCO members volunteer their time to make our school and community events successful and they welcome new ideas. PTCO meets monthly to plan and organize school-wide events including our annual fundraiser.

### ***SAC, School Accountability Committee***

Do you want to know more about SHE's educational practices and how they apply to your student(s)? Do you have questions, thoughts, ideas about SHE's curriculum, instruction and assessment practices? Do you have ideas, suggestions and thoughts about how to improve our school? This is the group for you!

SAC meets monthly to advise the principal and District Accountability Committee on educational and school community subjects. The committee serves as an advisory council for specified school related matters. Meeting dates are listed on SHE website.

## **Volunteer Information**

Parents and community members are encouraged to volunteer in our school community. All volunteers need to complete a Volunteer Agreement. We need your help! Please consider the following opportunities:

**Room Parent** – Organize and support classroom activities by meeting on a regular basis with the classroom teacher.

**Classroom Volunteers**- Work with classroom teachers on identified tasks.

**Fieldtrip Volunteers**- Help chaperone students on fieldtrips.

**Thursday Club/Activity Sponsorship**-Help assist with club opportunities.

**Playground Support**- Help assist with student supervision and activities during lunch recess.

**Helping Hands** – Two Thursday for two hours each month, join other parents by helping teachers with copies, laminating, gathering items, etc.

**WatchDOGS (Dads Of Great Students)**– Dads or male family members volunteer their time to help with traffic in the morning and afternoon, monitor the perimeter of the school, volunteer in classrooms and help supervise lunch and recess.

## **Academic Program**

**All content areas are aligned with the Colorado Academic Standards.** We are required to incorporate state standards in all grade levels and in all content areas. Our school's performance, based on state standards, is assessed by state accountability measures. Students in grades 3, 4 and 5 participate in state assessments. If you are interested in knowing more specific information about the state standards, please go to the CDE website at [www.cde.state.co.us](http://www.cde.state.co.us).

**Literacy** – CKLA, *Core Knowledge Language Arts* and Lucy Calkins Writing. SiMR, *State Identified Measurable Result* for K, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> grades.

We believe and practice a balanced literacy approach to instruction. “Balanced literacy” refers to creating a balance of whole group, small group and independent instruction. In all grade levels students participate in shared, guided and independent reading and writing activities daily during the 120 minute block.

**Math** – EDM, *Every Day Math* program is taught in grades K-5 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. Our school also uses the *Standout Math Program*, K-5, to teach and reinforce basic computations skills.

**Social Studies/Science** – We use Discovery Education along with resources specific to grade level standards. We use the Scott Foresman science program as our instructional core. The students “explore” topics by experiencing the process of questioning, investigating, and critical thinking.

**Assessments:** In addition to the on-going assessments in the classroom and trimester 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 level using the Developmental Reading Assessment-II. 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 (4<sup>th</sup> grade) and science (5<sup>th</sup> grade). Measure of Academic Progress (MAP) assessments are given to all students in grades K-5 in the areas of reading and math. These computerized assessments are given at least twice a year to measure student growth throughout the year. Results of these assessments are sent home with students. Students in preschool and kindergarten are assessed using the GOLD assessment, which also supports the Readiness Plans. Kindergarten through 3<sup>rd</sup> grade use DIBELS to support Read Plans.

### **Standards-Based Grading**

A student progress report is sent home each trimester showing progress towards grade level standards based on the standards set forth by the state of Colorado and the Elizabeth School District. Mastery of these standards, or essential learnings, are demonstrated through assessments given in the classroom as well as other objective data.



Numeric Scores will be determined using the following descriptors:

4= Advanced (Exceeding grade level standards)

3= Proficient (Meeting grade level standards)

2= Partially Proficient (Making progress toward grade level standards)

1= Unsatisfactory (Lacking adequate progress towards grade level standards)

NA= Not assessed at this time

Students will also be assessed and scored on their skills and behavior that support learning (homework, effort, participation, citizenship, etc.).

E Excellent

S Satisfactory

N Needs Improvement

## **Technology Program**

Our school utilizes several technology tools and learning experiences to enhance our instructional program. We continue to focus on improving our technology program as stated in our school performance plan goals. Technology opportunities and tools for students/staff include (but are not limited to):

**Technology/STEM (Science, Technology, Engineering, and Mathematics) class-**grades K-2 rotate through our technology/STEM class throughout the school year as part of his/her Specials class rotation. For grades 3-5, the technology/STEM teacher works with individual classrooms to assist teachers in the integration and application of technology/STEM, in all subject areas.

**Chromebooks and iPad** (1<sup>st</sup>-5<sup>th</sup>, sets of 30 Chromebooks and 28 iPads available, K, 25 mini ipads) our students use Chromebook/iPads in the classroom for various instructional purposes and under the direct instruction and supervision of their classroom teacher.

**CPS system** (Classroom Performance System)- this technology tool is utilized in the classroom to reinforce content objectives using a hand-held survey device.

**Mimio/MOBI Systems-** these interactive electronic white boards are used by teachers to allow student interaction with classroom materials.

**LCD/document readers-** classrooms are equipped with these projectors in order to present electronic and printed material to the class.

**Discovery Education/streaming video-** web-based learning materials/video/demonstrations utilized to enhance instructional objectives.

**Kindles** (23)- these electronic books are utilized during classroom instruction and small group reading instruction.

**Desktop/laptop computers-** available for students and staff in classrooms and the library.

**Electronic/On-line Resources/Virtual Learning Experiences-** all teachers have access to a multitude of online resources to enhance grade level standards.

## Counseling Program

The Singing Hills Elementary School Counseling Program adheres to the American School Counselor Association's model, which is described as follows, and broken down specifically for our school:

### Guidance Curriculum

- Learning activities or units within the classroom (i.e. topics may relate to bullying, tolerance, respect, safety, feelings, etc.).
- PAWS
- Student Leadership—Ambassadors
- Parent meetings/support programs

### Individual Student Planning

- One on one support time spent with students
- Academics

### Responsive Services

- Consultation w/ teachers, staff, parents/guardians. Serving as a student advocate.
- Counseling is provided in a small group or an individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks.
- Peer Mediation
- Crisis Response and Intervention
- Social Service reports
- Community Service (i.e. "Coyote Connections")
- Classroom observations

### System Support

- Professional Development/Trainings
- Community Relations/Outreach
- Advisory Councils/Committees
- School Safety Committee
- Child Protection Team (social services)

Some of the counseling-based services available to students and families:

- **One on one Counseling/Planning** with students, on an "as needed basis."
  - School counseling is NOT therapeutic in nature. If ongoing, consistent counseling sessions are requested, it is likely that the counselor will seek additional resources for the student and/or family.
- **Small Group Counseling:** Small Groups for grades 1-5
  - 3-7 students in each group.
  - Topics may include grief/loss, friendship & social skills, family changes, etc.

## **Specials Classes**

### **Art**

The visual art curriculum provides and enhances fundamental areas of student development such as critical thinking, problem solving, and self-expression. At Singing Hills students engage in a variety of art projects that connect the Colorado state standards with multiple subjects and materials including technology, math, and history. In addition to creation of artwork, students also write responses about their own artwork, the artwork of others, and artistic concepts. Writing responses helps students reflect and comprehend how art is used to communicate and express ideas in the contemporary world. Students also incorporate the principles and elements of design to guide their artistic decisions.

### **Physical Education**

Physical education is an important aspect of the child's overall education at Singing Hills Elementary. Rather than just "playing games", physical education contributes to the total growth of each student by developing basic motor skills that allow children to participate in a variety of physical activities. Our P.E. curriculum focuses on creating multiple opportunities for success through movement education. Competition is held at a minimum to allow all students to experience success at different levels. Our aim is to encourage children to participate in physical activity and to continue participation throughout their lifetime.

Age appropriate games and activities are utilized throughout the year. Students learn fundamental locomotor skills (i.e., running, hopping, skipping, leaping, jumping, sliding, galloping) and basic manipulative skills such as throwing, catching, dribbling, etc. Units that we explore throughout the year include basketball, volleyball, soccer, jump roping and fitness testing.

### **STEM**

Preparing our students for the 21st century is one of the major goals of our technology program. Keyboarding, multimedia, photo production and internet skills are among the many skills which our students learn at different grade levels. Grade level curriculum is also enriched through the different interdisciplinary projects which students complete during their technology time and in the classroom.

### **Music**

The Singing Hills music program consists of a "hands on" musical instrument approach, vocal training, reading music and applying concepts to various types of musical experiences. Folk dancing, loco-motor, and non loco-motor movement are important to learning ways of expressing music. An integrated approach to the regular classroom curriculum is an essential aspect in determining the types programs presented to parents.

## **Specialized Programming**

### **Special Education Services**

Students on Individualized Education Plans are supported by assigned special education case managers and in accordance with regular classroom teachers.

**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**

Response to Intervention (RTI) is a multi-tier 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.

## **Dress Code**

We urge parents to guide their students in exercising good judgment in their choice of appropriate attire. It is essential that they dress according to the weather and with maximum safety considered. Children should come to school looking clean and neat and dressed in a manner that is accepted as being in good taste.

- Shorts and skirts/dresses should not be higher than the end of their extended fingertips, when arms are extended straight down.
- NO bare midriffs, halter tops or tube tops.
- Straps on shirts and dresses must be a minimum 3 finger widths.
- NO clothing with offensive language or graphics.
- Flip-flops are discouraged.

**The decision as to the safety or suitability of clothing is a matter of judgment of school personnel.**

# **Homework Policy**

## **Purpose:**

Homework helps develop responsibility, self-discipline and lifelong learning habits. It is the intention of Singing Hills 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 to 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 students' individual needs (i.e. IEP, 504, ALP Plans).

## **Homework assignments 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

## **Time:**

The average time that a student should spend on homework that is assigned which includes reading is as follows:

Kindergarten:	5 – 10 minutes
First Grade:	10 – 20 minutes
Second Grade:	20 – 30 minutes
Third Grade:	30 – 40 minutes
Fourth Grade:	40 – 50 minutes
Fifth Grade:	50 – 60 minutes

If a student is consistently spending more than the average time on homework, the parent should communicate this to the classroom teacher. Reading contests are not considered homework but rather an extra opportunity for students.

## **Feedback on Homework:**

Timely and meaningful feedback on homework assignments improves student achievement and will be provided on assignments.

## **Late or Missing Homework Assignments:**

Students are expected to turn homework assignments in on time. Students who are missing assignments will be required to complete the assignments during PAWS time. Students' academic grades will not be impacted by late or missed assignments, but they will be reflected in the students' effort grades on the report card.

**Responsibilities of Staff:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct homework.
- Communicate with other teachers regarding extra projects.
- Involve parents and contact them if a pattern of late or incomplete homework develops.
- Adjust the amount of homework when long projects are assigned.

**Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day.
- Help your child work to find the answer, do not provide the answer for them.
- Be supportive when your child gets frustrated with difficult assignments.
- Contact the teacher in a timely manner to stay well informed and express any concerns.
- Encourage a positive attitude towards daily homework.
- Help your child balance homework with other commitments.

**Responsibilities of Students:**

- Write down assignments in planner and/or place in homework folder.
- Be sure all assignments are clear; ask questions if necessary.
- Set aside a regular time for studying.
- Work on homework independently asking for support only when needed.
- Place homework in backpack or homework folder when completed and turn in assignments on time.

## **School Safety**

In Elizabeth Schools, our first priority is the safety and security of your children. To ensure a safe, caring environment, the district's Safety and Security Committee has taken many steps to prevent, moderate, respond to, and recover from a wide range of possible crisis events. The Safety and Security Committee has over 20 members representing Elizabeth Fire Department, Elizabeth Police Department, Elbert County Sheriff's Office, Elbert County Office of Emergency Management, school principals, parents, and department heads from Facilities, Food Services, Health Services, Technology, and Transportation. The Safety and Security Committee meets regularly.

### **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
- RAPTOR Visitor Management 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

### **Do schools in Elizabeth School District have a plan for responding to emergencies/crises?**

- Yes, we have comprehensive safety plans in place that address a wide range of emergency/crisis situations.
- Every teacher has a Standard Response Protocol (SRP) chart which is a guide for responding to various types of emergencies.

### **How will schools respond if an emergency situation occurs?**

- Depending on the nature of the emergency, we may go as far as implementing one of the following emergency procedures: lockout, lockdown, shelter, evacuate.

### **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.

**What can parents do to assist in school emergency situations?**

- The most important thing to do is to stay calm. Crisis incidents can cause significant confusion and disruption. You need to follow the instructions of the superintendent's office and emergency management authorities. Please talk with your child in advance about the need to follow all directions of the people in charge: their teacher, school administrator, police, and/or fire rescue officials.

**Do schools have the basic supplies and equipment needed to handle emergency situations?**

- Yes. Schools have emergency first aid kits. Schools are also equipped with emergency lighting systems, fire extinguishers, flashlights, emergency alert radios, bullhorns, and two-way radios. Most of our schools have automatic external defibrillators (AEDs).

**Will parents be notified if an incident occurs at school?**

- If an incident occurs, our first priority will be to ensure that all students and staff are safe and that students are under adult supervision. The superintendent's office will immediately notify the news media and place current information on the school website.
- You should listen to local radio and television stations or access the school system website at <https://www.elizabethschooldistrict.org/page/1>
- These sources should also be accessed for severe weather-related information.

**How will I be reunited with my children?**

- We know how important it will be for you to be reunited with your children as quickly as possible following a crisis event. To provide for the secure release of your children to an authorized person, we will set up Reunion Centers. You will be directed through the established notification sources to go to a designated reunification center in the community. The superintendent or designee will determine the location that best meets the needs of the specific emergency. The staff on site will assist with dismissal procedures.



## **School Lunch Information**

The Elizabeth School District Food Services provides healthy meals each day for our students. At the beginning of each day students may choose which items from that day's menu they would like. Menus are sent home each month in student folders and are available on our school district web-site.

### **Breakfast Program-**

Breakfast is served daily in our cafeteria from 7:50-8:00 am. Students that are tardy or late to school will not be able to eat breakfast during the designated time. The breakfast consists of a variety of food items and can include reduced sugar cereal, milk, a whole grain pop tart and juice. The standard cost for breakfast is \$2.00 and students can use their lunch account or pay cash; students that qualify for free/reduced lunch ***are not charged***. Additional breakfast options will be tentatively available in September (at an additional expense).

### **Prices for Lunch**

Meal- \$3.00

Adult Meal- \$4.00

Extra Milk- \$.50

Lunch consists of a meat dish or meat alternative, vegetable, fruit, bread or bread alternative and milk.

### **Lunch Schedule**

	<b><u>Recess</u></b>	<b><u>Lunch</u></b>
Kindergarten	10:25-10:45	10:45-11:10
1st Grade	10:55-11:15	11:15-11:40
2nd Grade	11:25-11:45	11:45-12:10
3rd Grade	11:55-12:15	12:15-12:40
4th Grade	12:20-12:45	12:45-1:05
5th Grade	12:50-1:10	1:10-1:30

To support the District and State Wellness Initiative students will have recess before lunch.

### **Allergy Aware**

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.

## **General School and District Information**

### **Student Attendance and Lunch Count:**

Teachers are to take roll at 8:00 am. Any student who arrives after 8:05 will be counted tardy. Tardy students are sent to the office to get a tardy slip. Lunch count and attendance is taken and/or sent to the office by a student messenger no earlier than 8:15 or later than 8:30. Lunch money is placed in the green zipper bag and sent to the office with lunch count information. Our school attendance line is 303-646-1815.

### **Students Arriving or Staying Late:**

Students who arrive at school before 7:50 a.m. or who have not been picked-up by 3:15 will be sent to our before and after care program, Kids Club. Parents will be charged a fee for this child care.

### **Morning Announcements:**

Student Ambassadors begin morning announcements promptly at 8:05 after the tardy bell. Birthdays will be announced each day and students are asked to come to the office to receive their birthday pencils.

### **Report Cards and Conferences:**

Report cards will be available on the Parent Portal at the end of every trimester. Parent/teacher conferences are scheduled twice during the year. Online scheduling is used to set up conferences.

### **Friday Folders and Online Information:**

Important communications from school and student work are sent home in weekly Friday Folders. In order to limit the redundancy of papers being sent home (in the case of multiple children), school and district communications will typically be sent home with the oldest child in the household (that attends SHE). Students are expected to share the contents of their folders with their parents and return them the following Monday signed by parents. Each classroom teacher is required to post important classroom information on her/his web-site (accessible via the SHE web-site). The Coyote Howlings Newsletter is published bi-weekly on the SHE web-site ([elizabeth.k12.co.us/singinghillselementary\\_home.aspx](http://elizabeth.k12.co.us/singinghillselementary_home.aspx))

### **Child Abuse and Neglect Reporting:**

Colorado Law requires that educators report all cases of suspected child abuse to the county Department of Social Services. The educator's job is to only report, not to investigate or decide whether abuse has or has not taken place. Criminal penalties can be applied when educators do not follow this law. If you suspect child abuse or neglect, immediately report this to the psychologist, counselor or principal. Any adult that has a concern about the welfare of a child is required to make a report to Social Services.

**Reviewing Student Records:**

Student educational records may be reviewed by parents of students who are or have been in attendance at Singing Hills. If you are interested in reviewing your child’s education record, please contact your child’s principal with a written request which specifies the record(s) you wish to review. The principal will then establish a meeting within (3) working days from receipt of the request.

**Adult Behavior on School Grounds:**

Adults are expected to model appropriate and respectful behavior on school grounds and during school events.

**Recess:**

*“While childhood obesity rates increase, opportunities for students to be active have decreased. Kids are less active than ever. This not only affects their health, but also their performance in class. Physical activity programs are linked to stronger academic achievement, increased concentration and improved math, reading and writing test scores.” (Alliance for a Healthier Generation)*

Students have the option to participate in free play time during grade level recess time and during lunch recess time. Recess is an extremely important part of the school day, and we support our students with safe, fun and healthy activities.

**Consumable Fee:**

In keeping with ESD School Board policy, parents are charged a consumable supply fee for student CKLA workbooks, Everyday Math workbooks, Handwriting Without Tears workbooks and student planners for the 2018-2019 school year. In addition, the Board has approved a \$25 Technology Fee, per student, in order to keep the district up to date on technology. Fees will be collected at the time of registration in the following amounts:

<u>Grade</u>	<u>Consumable Fee</u>	<u>Technology Fee</u>	<u>Total</u>
Kindergarten	\$32.00	\$25.00	<b>\$57.00</b>
Grade 1	\$42.00	\$25.00	<b>\$67.00</b>
Grade 2	\$34.00	\$25.00	<b>\$59.00</b>
Grade 3	\$40.00	\$25.00	<b>\$65.00</b>
Grade 4	\$54.00	\$25.00	<b>\$79.00</b>
Grade 5	\$49.00	\$25.00	<b>\$74.00</b>

Students that qualify for free and reduced lunch will be exempt from paying this fee. Parents can pay fees on-line via our school-website.

**Elementary Assessment Days:**

The three days prior to the start of the school year are vital for a smooth transition back to school.

We call these days “**Orientation-Assessment Days**”. The purpose of the orientation days are numerous. Most importantly, we want to assess your child’s academic skills before the school year begins, and we will complete various required- yet non-

academic- tasks, which normally take a great amount of time from classroom instruction. Although your child will not be at school all day, a specific time slot is assigned to your child, and **your child's attendance is mandatory.**

### **Collaborative Time:**

#### **Thursday Morning Delayed Start Schedule**

#### **School Start and End Time on Thursdays– 9:00am-3:10 pm**

In order to accommodate the circumstantial needs of our parent community, on Thursday mornings we offer a variety of childcare and club opportunities for students prior to the 9:00 school start time.

- **Before School Kid's Club Program** (fee to participate)– 6:30-8:50 am
  - Please contact our Kid's Club Director, Tricia Ackerman, if you are interested in this option, 303-646-6718.
- **Morning Study Hall** (free of charge) - 7:15-8:00 am
  - Breakfast will be served from 7:50-8:00 am on Thursday mornings.
- **Club Meetings** (free of charge except for Spanish Club)-8:00-8:50 am
  - Students that attend Kid's Club can also participate in the morning club opportunities.

Every trimester, we will offer three/four different club opportunities based on the number of students interested in participating in our offerings. Our clubs will be supervised by school staff and there is **typically not a fee to participate.** The exception to this is Spanish Club, where a fee is charged, as it is an outside agency. Students that participate in club opportunities are required to attend every week for the entire quarter (with the exception of unforeseen circumstances). You can register for clubs via our school web-site. The club registration link is listed on the left-side menu bar.

## **School Bully-Proofing Information**

### **WHAT IS CONSIDERED “BULLYING?”**

- Any writing or or 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 over a period of time.

### **WHAT DO WE DO TO PREVENT BULLYING AT THE SCHOOL?**

- SHE is a recognized Positive Behavioral Support and Intervention (**PBIS**) school. This means that we have clearly defined school 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]. We maintain a school PBIS team that frequently reviews behaviors and expectations, and examines ways to improve our school.
- Our PBIS motto is **PAWS**, which means **P**ositive Attitude, **A**cting Responsibly, **W**illing To Learn, and **S**afe Choices. Our staff uses this language often and consistently to impress upon our students the importance of these traits and behaviors. They are applied to all areas of life at Singing Hills (i.e. classrooms, lunchroom, playground, bus, etc.).
- Along with PAWS, we encourage students to regularly practice “The Golden Rule” (treat others as you wish to be treated), and to always problem solve conflicts in a peaceful and respectful manner.
- 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 1 – 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.

### **HOW DOES SINGING HILLS ELEMENTARY RESPOND TO BULLYING?**

The following bullet 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 and/or the school counselor. Please note that this does not necessarily mean 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 and/or 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 your child. We will not share information about your child with other parents.
- When bullying is reported data is collected, which is then reviewed by the principal, school counselor and staff involved. This helps us determine ways to make our school safer, friendlier, and more proactive. At times, this may lead to changes, or an increase, in our PAWS curriculum, modifications of school rules, responsiveness to situations, adult supervision, classroom meetings, behavior plans, or even minor changes in our day to day operations.
- 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 undesired behavior and discipline history of that student. Parents of the student will always be notified.**

## **Student Behavior**

Singing Hills Elementary School participates in the **Positive Behavior Intervention Supports** initiative sponsored by CDE and ESD. The purpose of the Colorado School-Wide Positive Behavior Support initiative is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado.

### **Major Components of School-wide PBIS**

- common approach to discipline,
- positively stated expectations for all students and staff,
- procedures for teaching these expectations to students,
- students are recognized for displaying positive behaviors.

At Singing Hills Elementary School, our students display  
“PAWS”

**P-Positive Attitude,  
A-Act Responsibly,  
W-Willing to learn, and  
S-Safe Choices**

### **School-wide Behavior Management System**

The following system will be used by all staff members throughout the school day. Specials teachers will communicate the need for a student to move his/her name based on his/her performance in Specials class.

- **Green**– All students will begin the day in this safe zone.
- **Yellow**– Student moves his/her name to the warning zone.
- **Red**– Student goes to the “take a break” desk and completes a SHE plan (if requested). The SHE plan is sent home, signed by parents and returned to school. The teacher will contact parents via phone or email.
- **Blue**– Student is recognized for outstanding behavior! A positive note or contact is sent home.
- Throughout the school year, students will be recognized for displaying positive behaviors via several different methods (“Pawspports, Princi-Paw Awards, etc.).

### **School-wide Behavior Management System**

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 violation are also posted.
- A “take a break” desk is located in each classroom. When assigned, students need to complete a SHE plan and review it with the teacher. A copy of the plan will be sent home with the student to be signed by parents.

**Initial Steps:**

When discipline issues of a moderate or low level first arise in the school environment, students will be warned and the teacher will speak with the student individually. If there is a reoccurrence, a SHE plan will be written and parents will be notified.

**SHE Plan:**

This is an agreement between the teacher, student and parent regarding behavior issues that disrupt the classroom learning environment. SHE plans with parent signature are to be returned to teachers by the students. A copy is kept by parents and teachers keep a record of SHE plans as well.

**Office Referrals:**

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

- SHE plan violations-a student accrues repeated SHE plans (3 or more);
- serious violations of school rules, those which threaten the safety and welfare of students and 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 case 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, i.e., to protect the safety and welfare of students and staff; to insure a conducive learning environment; and to change the behaviors of students. These three factors are always considered by administration when determining consequences.



## General School Policies

The following are school rules that apply to all students. We encourage you to discuss these rules with your student.

1. The telephone in the office is available to all students in case of an emergency. We want to encourage student responsibility for bringing books, homework assignments, parent permission forms for fieldtrips, etc. If forgotten, these are not considered emergencies.
2. A student is expected to remain on school grounds during the instructional day unless prior arrangements have been made. Parents must sign students in or out at the office if the student is late or leaving early.
3. Students should not be on the school grounds more than ten minutes before the start of the school day or after school unless enrolled in our before and after school daycare, Kid's Club. Students who arrive at school before 7:50 a.m. or who have not been picked up by 3:15 pm will be sent to Kid's Club. *Parents will be charged a fee for this child care.*
4. Radios, electronic games, trading cards, cell phones, iPods, or MP3s will not be used in classrooms, hallways, playground or cafeteria unless used for a pre-approved purpose (and with permission from the teacher). All electronic devices must be kept in backpacks and not taken out during the school day.
5. Toys from home are not allowed at school. The school is not responsible for encumbering and locating student's private property that is lost, stolen or traded at school, or on the bus. Toys from home will be collected by staff and picked-up by parents.
6. The school is not responsible for lost or stolen electronic devices.
7. Students must have written permission from a parent to participate on fieldtrips.
8. Hats and bandanas are not to be worn in the building during instructional time.
9. Students will be sent to the office to receive a tardy slip if they arrive after 8:05 a.m.
10. Parents are encouraged to arrange student pick-up before the start of the school day. **Daily calls to or from the office are discouraged except in emergency situations. If there is a change in plans, please call the office by 2:30 to ensure your student receives the information.**
11. All visitors must check-in at the Main Office to sign-in and receive a visitor badge. If a visitor has not signed-in, they will be asked to sign-in and will be escorted to the Main Office. No exceptions. Singing Hills has the RAPTOR Visitor Management System. This system was donated to our school by the Elbert County Sheriff's office. When visitors come to the office to go into the school and/or classroom, they will be asked for their driver's license. It will

be put through the system and a badge will be printed for the visitor or parent to wear while in the school.

12. Birthday party invitations can be distributed before or after school (preferably outside of the classroom environment in order to avoid classroom disruption). Please be sensitive to the issue of classmates that do not receive a party invitation. Invitations will not be distributed by teachers.
13. Please do not bring family pets to school without prior scheduled arrangements with your child's classroom teacher. Several students and staff members in our school are sensitive and have allergies to animals.
14. Our school is a closed campus. Students are not allowed to leave campus at any time (unless supervised by an authorized adult).

## **SCHOOL COMMUNICATIONS GUIDELINES**

**All non-classroom communications sent home must receive prior approval from the principal (with three days advanced notice).**

Procedure used to determine communications sent home in Friday Folders or included in our school newsletter include:

1. Is it school related?
2. Is it District related (other elementary schools, middle school or high school)?
3. Is it an organization that impacts a large majority of our students and works collaboratively with our school (for mostly non-profit reasons)?

If the communications meet any of the above criteria, then we will include it in our regularly scheduled communications home (newsletter, Friday Folders). *Material that needs to be sent home will be done so on Fridays (exceptions based on circumstances approved by the principal).*

Personal or private solicitations/business of any nature will not be sent home with students or communicated in our parent newsletter.

If the communication does not adhere to the above criteria, then we will examine other ways in which we can support the request (Announcement Board, parent meetings, PTCO Organization, SAC, etc.).

Please understand, all requests must be approved by the principal and some requests may be denied (without a stated reason).

## **Code of Conduct**

### **Suspension/Expulsion of Students:**

The principal 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 activity. 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 and District Policies**

### **Lost and Found**

Lost and found clothing items are located in the main hallway near the playground/cafeteria door. Any lost money or small items of value are kept in the front office. Students should immediately check for lost items. During conferences, school programs, and at the end of the year, all lost and found items are put on display. Any unclaimed items will be donated to a local charity.

### **Visitors to our School**

Visitors are welcome at Singing Hills! Please be sure to sign in at the office, present your license and get a Visitor's Badge before going to a classroom. It is our policy not to allow students to have other visiting children spend time in the classroom; however, friends are always welcome to eat lunch with our students.

### **Emergency School Closing**

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 to be in unsafe conditions, please contact our office to report your child's absence.

Radio/TV stations who normally broadcast school closings are:

KOA AM 850  
 KHOW FM 95.7  
 KYGO FM 98.5  
 KYGN TV Ch 2  
 KCNC TV CH4  
 KMGH TV CH7  
 KUSA TV CH9

**Late Start:** The superintendent will notify the above radio and TV stations by 6:00 am if the school will have a late start and what time students need to report.

**Early Closure:** If it is necessary to close school before the end of the day, all radio and television stations will be given notification one hour before school is closed. Singing Hills will follow the instructions given by parents on the Emergency Information Card whether students ride busses home or be released to a specified adult.

Communication about a delayed start or school closure will also be made via our school and district “all call system” (reverse 911 system) and posted on our school and district web-sites.

## **Student Health and 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.

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

## **ATTENDANCE POLICY**

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.

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).

## **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 trimester grade reports. Some of the teachers in our school use the on-line gradebook element of Parent Portal. The on-line 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 she is using the gradebook aspect of Infinite Campus.

The Parent Portal web-link is accessible via our school web-site (left-hand menu bar).

## **On-line Conference Sign-up**

During the school year, we have designated two parent-teacher conference windows (October and March). Our school uses an on-line parent teacher conference sign-up process to schedule times for conferences with teachers.

Information about on-line parent teacher conference sign-up will be posted on our web-site and sent home in early October and March.

If parents do not have access to a computer at home or work, we designate access to school computers and personal assistance as necessary.

## **Library Information/Leveled Readers**

The SHE Library Information Center and Leveled-Reader Book Room contain a collection of resources to encourage student leisure reading and to provide materials for curriculum related and individual learning opportunities. Students are encouraged to borrow library resources whenever they need them. Checkout is not limited to a certain day of the week. Books may be renewed as needed unless they are in high demand. In this case, renewal is limited. Other materials including reference books and magazines are available for checkout. The Elizabeth School District maintains subscriptions to a number of online databases containing reference materials including magazine articles, dictionaries, atlases and encyclopedias in English and Spanish. Home access information for the online database subscriptions is available by calling the SHE library at 303-646-1821.

Students in Kindergarten may check out one book a week starting at the beginning of the year. The number of items checked out to first through fifth graders varies. All items are checked out on a one-week loan.

One of the goals of the media program is to help students develop a responsible attitude toward the use and care of materials. Parental help in reinforcing this concept at home is appreciated. Overdue fines are not charged, but students may lose the privilege of taking materials home if they fail to return items. If material becomes overdue, students will be notified at school. When items are four times overdue, a letter will be sent home. Materials will be considered lost when they are five times overdue, and payment will be requested. Lost materials should be reported as soon as possible so we may aid in the search. Once a parent has contacted the media center about a problem or has paid for the material, the student's privilege of borrowing materials is reinstated.

Cost of replacement will be charged for lost materials. The charge will be between \$5.00 to \$20.00. This charge covers replacement and processing costs. Book donations are not accepted as payment. If there are extenuating circumstances, please discuss them with the library staff so appropriate arrangements can be made. If material that has been paid for is found, please return it to the library and payment will be refunded less \$1.00 for processing costs.

If you have any concerns about these policies, please call the school at 303-646-1858, the Library Information Center directly at 303-646-1821 or visit us in the library.

**Leveled Readers**- Teachers regularly send home leveled-readers with students throughout the school year. It is the responsibility of students and parents to return these materials in a timely and respectful fashion. Students/parents that do not return leveled books, or return them in poor condition, will be charged a \$5.00 or \$10.00 replacement fee.

## **Community Service and Outreach**

Throughout the school year, our students and community participate in several service activities and programs. We are proud of the character traits that are reinforced and instilled in our students by helping people in need. Most of our service projects occur on a monthly basis and include:

- Pizza with Dads
- Muffins with Moms
- WatchDOG program
- Clothing and toy exchange
- learning buddies
- Community Outreach
- Appreciation events (Veteran's Day celebration, Volunteer Appreciation, etc.)

These opportunities may change based on coordination, schedules and needs.

### **Coyote Connections**

If your family (or someone you know) is in need of clothes, food, or other assistance, please do not hesitate to contact the counseling office, and we will do our best to lend a hand. Your information will be managed in a confidential manner, and will only be released on a need to know basis. We cannot accept donations at this time, but we can find resources!