

**Clear Sky**



**Elementary**

## Clear Sky Elementary's Mission Statement

*Douglas County School District students acquire the knowledge and abilities to be responsible citizens who contribute to our society...*

*Clear Sky Elementary believes all children can learn. Therefore our mission is to foster a collaborative community where each learner is valued and inspired to pursue his/her full potential within a safe and inviting student centered environment.*

**Live, Love, Laugh, Learn, Leave a Legacy**

### **Office Staff:**

Principal – Kellie Roe  
Assistant Principal – Katie Berry  
Administrative Assistant – Erin Kiyon  
Registrar – Susan Snider  
Health Room Assistant/Office Clerk – Kanoi Oilii  
Building Engineer - Bryan Strong

### **Telephone Numbers**

- Office: 303-387-5900
- Fax: 303-387-5901
- Attendance Line: 303-387-5902
- B.A.S.E. (Child Care): 303-387-5918

### **Hours**

- Office Hours: 8:30am - 4:30pm
- School Hours: 9:10am – 4:00pm
- Kindergarten:
  - Half Time: Mornings 9:10am – 12:05pm and Afternoons 1:05pm – 4:00pm
  - Full Day: M, T, W, Th and F 9:10am. – 4:00pm.
- **For safety purposes students are not allowed on campus before 8:50 AM unless they are involved in a supervised school activity.**

### **Other Ways to Connect With Us**

Clear Sky web site: <http://www.clearskyelementary.com>

Staff e-mail: [First.Last@dcsdk12.org](mailto:First.Last@dcsdk12.org)

Our Staff Directory can be found on the Clear Sky Elementary web site.

### **DCSD Information**

- Central Office: 303-387-0100
- Transportation: 303-387-0415
- Weather Hotline: 303-387-SNOW(7669)
- DCSD web site: <http://www.dcsdk12.org>

### **Animals**

Due to health and safety concerns, pets may not come to school. We ask that parents do not bring pets onto school grounds at the beginning and end of the school day for the same reasons. The only exceptions will be for service animals. Please be aware that Clear Sky Elementary will not allow any visiting animals in any classroom.

### **Attendance**

#### **Absences**

Regular attendance is essential for success at school. Our goal is for every student to attend school 96% of the time, which means missing a total of seven or fewer days during the school year. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussions and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or

emergency. If your child will be absent, please call the school attendance line, 303-387-5902, and leave the following information:

- child's name
- date(s) of absence
- teacher
- parent's name
- reason for absence

We are required to verify absences that are not reported. Home and work phone numbers will be called. Please help us with this procedure by calling in your child's absence as soon as possible. Students will be given time to make up work missed during their absence. If you wish to pick up your child's homework, please notify the office by 11:00 a.m. and it will be available after school. Please do not interrupt the classroom teacher with this request.

### **Tardies**

It is important that children arrive on time for school. A "tardy" child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, he/she must sign in at the office before going to class. The office will make sure they get counted for lunch as well as remove them from the absence list. The student also needs to take an admit slip to the teacher.

### **Extended Absences**

If a parent informs the teacher that the student will be missing school for three days or more for a planned event (e.g., vacation, family reunion), the teacher can indicate what work the child must complete in order for this to be considered an excused absence. The teacher is not required to replicate the learning experiences that will be covered in the classroom. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given.

### **Dismissal from School During the School Day**

Parents may request that students be excused from school prior to dismissal. Parents are asked to send a note stating who will be picking up the student and at what time. Parents/Designees are to sign students out at the office and not the classroom. Parents/Designees may be required to show a photo ID to the office personnel. When the parent/designee arrives at school the office will then call the classroom to request that the teacher send the student to the office. **Students will be called down from their classroom when the parent/designee is in the office signing them out;** we will not honor requests to have the students waiting in the office to be picked up. Due to the great amount of organization and communication that occurs between the teacher and students at the end of the day, and to ensure that students receive all necessary communication at the end of the day, **we will not dismiss any student from school between 3:55pm and 4:00pm.** Please make note of this as you are setting appointments and planning after school activities.

### **Assessment**

#### **District Standards**

Douglas County is a standards-based school district. Teachers collect various forms of assessments throughout the school year to monitor each student's progress against the District checkpoints for each subject for each grade level. Parents are kept informed of their child's progress through the Elementary Progress Report which comes out twice a year, once a semester.

#### **Classroom Assessment**

Teachers use a variety of formal and informal measures to assess student needs and guide their instruction. These include, but are not limited to, reading inventories, projects, timed tests, writing samples, and pre- and post-tests. They also collect student work to compile a Body of Evidence (BOE) in the areas of reading comprehension, writing, math number sense, and math computation. Teachers may also use performance and authentic assessments to measure student work. Teachers use the Elementary Progress Report to communicate with students and parents

about proficiency in these areas, as well as work habits, study skills, and behavior expectations.

### **Colorado READ Act**

The READ Act requires that all K-3 students be assessed throughout the school year with an approved assessment by the Colorado Department of Education. All K-3 students are assessed within the first 30-days of the school year. Students are identified as having a significant reading deficiency when they have scored at or below a designated score (known as a cut-score) twice. Then, these students are administered a state-approved diagnostic assessment to determine the greatest area of need. The writing of the READ plan is a collaborative process between the parents/guardians, the classroom teacher, and an interventionist(s). The READ plan is reviewed annually to analyze current data and revise the plan. READ plans have ongoing regular updates with progress monitoring or changes to the interventions. These results are communicated to parents/guardians regularly.

### **Partnerships for Assessment of Readiness for College and Careers (PARCC)**

PARCC is a multi-state assessment consortium that developed shared English language arts (ELA) and mathematics assessments. About 20 states participate in the consortium. As a governing member, Colorado is committed to relying on the PARCC assessment system. PARCC has ELA assessments in grades 3-6 and mathematics assessments in grades 3-6. ELA includes both reading and writing.

### **CMAS**

The Colorado Measures of Academic Success(CMAS) is the state's large scale assessment designed to measure student performance in the Colorado Academic Standards in Science and Social Studies. The state selects certain schools through a lottery system to do the 4<sup>th</sup> grade Social Studies assessment. All 5th graders will be assessed in Science.

### **Behavior Expectations**

Our discipline focuses on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). (See PBS Matrix at end of Handbook.)

### **District Behavior Expectation**

In 1995, the Douglas County Board of Education adopted the following Behavior Expectations to reinforce positive actions.

#### **WORK HABITS/TIME MANAGEMENT**

1. Students, staff, parents, and community will develop and use productive work habits.

Indicators:

- 1.1 Complete work to the best of their ability
- 1.2 Strive for excellence in all their work
- 1.3 Honor time commitments
- 1.4 Arrive at school prepared to work
- 1.5 Work cooperatively with others and independently when appropriate
- 1.6 Persevere even when tasks are difficult

#### **SCHOOL CLIMATE**

2. Students, staff, parents, and community will behave in a manner, which fosters a positive school environment.

Indicators:

- 2.1 Participate actively in the learning process
- 2.2 Encourage parent and community involvement
- 2.3 State expectations clearly
- 2.4 Show sensitivity towards others
- 2.5 Use courteous and polite language and behavior
- 2.6 Exercise self-discipline
- 2.7 Follow school rules and District policy

#### **DRESS**

3. Students, staff, parents, and community will dress appropriately for the school environment.

Indicators:

- 3.1 Dress in a clean, neat, and safe manner
- 3.2 Dress in a manner that is non-demeaning to self or others
- 3.3 Dress in a manner that promotes practices that are consistent with District policies
- 3.4 Dress in a manner which is conducive to the activity in which engaged

## PHYSICAL AND EMOTIONAL SAFETY

4. Students, staff, parents, and community will promote, create, and maintain an environment free from physical and emotional harm.

Indicators:

- 4.1 Control anger and resolve conflicts through non-violent means
- 4.2 Ensure that schools are free from weapons
- 4.3 Ensure that schools are free from harmful substances
- 4.4 Ensure that schools are free from intimidation, discrimination, and harassment

## RESPECT FOR GROUNDS AND PROPERTY

5. Students, staff, parents, and community will be thoughtful caretakers of the school and District property and the property of others.

Indicators:

- 5.1 Use property and materials for their intended purpose
- 5.2 Take responsibility for maintaining school and District property
- 5.3 Show respect for the personal property of others

## INTEGRITY AND RESPONSIBILITY

6. Students, staff, parents, and community will accept personal responsibility and accountability for their actions or inactions.

Indicators:

- 6.1 Honor commitments
- 6.2 Promote excellence by setting challenging and attainable goals
- 6.3 Serve self and others through community involvement
- 6.4 Take the initiative to help others
- 6.5 Determine the right thing to do and do it

## DIVERSITY

7. Students, staff, parents, and community will respect the unique attributes and qualities of every individual.

Indicators:

- 7.1 Treat others with fairness and compassion
- 7.2 View diversity as enhancing the school environment and community
- 7.3 Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities

## COMMUNICATION

8. Students, staff, parents, and community will communicate effectively to build a more positive school environment.

Indicators:

- 8.1 Communicate with positive intent
- 8.2 Communicate in an open, trusting, and truthful manner
- 8.3 Express ideas clearly
- 8.4 Listen actively and encourage feedback
- 8.5 Communicate in a timely and on-going manner
- 8.6 Clarify communication directly with the source

## **Birthday and Classroom Parties**

We do not have birthday parties at school for students. Parties should be scheduled away from school and after school hours. Parents may bring a "quick and easy" five-minute treat to school for all the students in the classroom on the day of their child's birthday. Treats will be passed out at a time when there will be little or no disruption of instruction time. If you are planning to bring in a treat to the classroom on your child's birthday, please contact the teacher to schedule a time that will be the least disruptive to instruction.

*There are students attending Clear Sky Elementary who have a life-threatening allergy to peanut and/or other food products. As with many allergies, even contact with another person who is consuming peanut products can be of serious consequence (life threatening). Please check with your child's teacher to make sure you do not bring in a product that could cause harm to another student.*

School parties are kept to a minimum. The regular school parties – October, December, February and June – will be announced and arrangements will be made cooperatively through the classroom teacher and the room parents. If you have objections to your child participating in any aspect of these parties, please contact your child's teacher for special arrangements.

### Outside School Invitations

Invitations to birthday parties, etc., **may not be sent to school** unless they go to everyone in the class.

### Book/Material Fee

There is a required book/material fee of \$10.00, a health workbook fee for \$7.00, an assessment fee of \$5.00 and a student planner fee for students in 2<sup>nd</sup> through 6<sup>th</sup> grade for \$2.50. Statements will go out approximately once a month for various fees owed. Payments can be made through RevTrak (dcsdk12.revtrak.net) or given to Erin Kiyon

### Breakfast and Lunch Program

#### Prices for School Breakfast and Lunch Items

Breakfast	\$1.85
Student Lunch w/ milk	\$2.85
Milk	\$ .75
Adult Lunch w/out milk	\$3.50

### Parents Welcome in the Cafeteria

Please come and have breakfast or lunch with your child. Please sign in at the front office before heading to the Bison Bistro.

### Payment for Breakfast and Lunches

Students may always pay cash or checks for breakfast, lunch or just milk. Every child also has an account number they will memorize and keep confidential. Any amount of money can be deposited into this account. Every time the child goes through the lunch line, this account is automatically debited. Once the account balance reaches \$2.00, an email is generated to the parents.

Payments may also be made at [www.myschoolbucks.com](http://www.myschoolbucks.com)

For nutrition service questions, please email Theresa Boltz at [theresa.boltz@dcsdk12.org](mailto:theresa.boltz@dcsdk12.org) .

### Lunches from Home

Students may bring lunch from home, including a beverage. They may also buy milk, water, juice and snacks at school with money on their account. Food should be ready-to-eat as we cannot microwave or prepare any food for students.

There are students attending Clear Sky Elementary that have a life threatening allergy to peanuts and/or other food products. As with many allergies, even contact with another person who is consuming peanut products can be of serious consequence (life threatening). To accommodate these students' health needs, we will have a peanut-free table in the Bison Bistro. Please notify the school office and the classroom teacher if your child has this need.

### Bison Bistro Behavior Expectations

#### *Student Expectations:*

- Students will enter the lunchroom quietly and observe line up basics.
- Students will speak in conversational voices (this means loud enough to be heard by the person on either side or the two people directly across the table).
- No saving seats or begging for food or money.
- Students will be courteous to each other and to all adults. Clapping adults means silence.
- Students will eat off of their own tray, without playing with food.
- Once seated, students will remain in their place and will not leave the lunchroom without permission from a supervisor on duty. (Seating with friends should be prearranged.)
- Students will clean up after themselves before being dismissed.
- Students will stay seated until their table is called to dump their trays and line up. Students should not be "wandering" around the lunchroom.
- Students will use good manners and keep hands to themselves

### Care of Property

Students are held responsible for the loss of or damage to, textbooks, library books, and school property. According to District policy, the full cost of these items will be collected. All schoolbooks checked out for students to use at home are to be covered and carried in a backpack. Students are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in the designated areas.

## **Change of After School Plans**

For the protection of your children, we ask that parents always sign students out at the office when students are picked up before dismissal. If children are to be picked up after school, a note from a parent needs to be presented to the teacher prior to the dismissal of school. If there is a sudden change in after school plans for your child(ren), the school office must be notified before 3:15 p.m. Students will be sent home on the bus unless we have notification from you that other arrangements have been made.

## **Checks and Cash**

For safety and accounting purposes, parents should make **payments online or send cash or checks** to school. Please send separate checks for each child and each purpose. Please make checks out to Clear Sky Elementary.

- Lunch checks should include the student's name and account number.
- All other checks should include the student's name and the purpose of the check (e.g., field trip, book order, after-school enrichment) and given to the administrative assistant, Erin Kiyon

## **Child Care**

An onsite before and after school day care program is provided at Clear Sky. The program provides recreational activities, arts, crafts and homework support. For more information, please contact Sterling Decosta at [Sterling.Decosta@dcsdk12.org](mailto:Sterling.Decosta@dcsdk12.org).

## **Communication Between School and Home**

We believe that communication between school and home is vital. To support this belief, we use numerous methods to keep the flow going both ways:

### **Newsletters**

- School Newsletter –posted monthly to our school website.

Since we are trying to be a “green” school most of our communication to you will be via email. Please make sure the office has a current email address for you.

### **Phone**

Teacher's voicemail is active 24 hours a day and parents may call the number at any time. While each classroom has a phone, calls do not ring through during the school day. We recommend emailing your teachers for the best communication; the phones in the classes do not indicate a message so please use as a last resort.

To help students learn responsibility and plan ahead, we let them use the telephone only for emergencies. Calls home for forgotten instruments, homework, or for permission to play at a friend's house after school are not emergencies.

Cell phones are not to be used within the building or playground by students, staff or volunteers, as they disrupt our learning environment. If your child brings a cell phone to school it must remain in his/her backpack at all times. Should unforeseen circumstances arise, parents may call the school office before 3:15 p.m. and leave a message for their child. These messages will be delivered during the last 20 minutes of the school day.

### **Website**

Our school website is a comprehensive, information-rich site that is updated regularly. You can find the website at <http://www.clearskyelementary.com>. Each classroom has their own website.

### **E-Mail**

Parents may contact staff through e-mail. Douglas County School employee e-mail addresses follow this pattern: first.last@dcsdk12.org. During the workweek, staff read their e-mail at least once a day and respond within 24 hours.

### **Thursday Folders**

Each student will have a folder to take home each Thursday containing, class work, and other emergency communications. As stated above, we are trying to be a “green” school so most of our communication, including school newsletters, will be delivered via email. Please make sure the office as a current email address for you.

### **Planners**

Planners are used for listing daily work assignments for grades two through six.

### **Lunch Notices**

Lunch account notices are sent via email on the day they are received from Nutrition Services. They are automatically generated when the account balance falls below \$2.00. For nutrition service questions, please email Theresa Boltz at [theresa.boltz@dcsdk12.org](mailto:theresa.boltz@dcsdk12.org).

### **Parent Conferences**

Two formal parent/teacher conferences are held during the school year. If you are unable to attend the scheduled conference, a phone conference will then be scheduled. Parents may meet with a teacher at any other time during the year upon request.

### **Dress Code**

Students should be dressed appropriately for school and the weather. Cool or cold weather is not an acceptable excuse for non-participation at recess. During periods of inclement weather, please be sure your child comes to school with appropriate clothing including boots, gloves and snow pants when needed.

**PLEASE LABEL ALL COATS, GLOVES, ETC.**

**Shirts and blouses** must be long enough to conceal the midriff (a decent coverage of the body is expected). Tops with shoulder straps narrower than 2 inches in width are not appropriate to wear to school. Tank tops, spaghetti straps, muscle shirts, short shorts, bare midriffs, halter tops, net shirts, swimsuits, etc., are for a more casual time and are not to be worn at school. Inappropriate messages or slogans, including those that advertise alcoholic beverages, will not be allowed at school.

**Pants and shorts** should be sized to fit your child's waist in order not to sag. Sagging pants are those, which are other than the student's normal size, baggy and hanging below the student's waistline. Shorts should be long enough to reach the student's mid-thigh. They should be longer than their fingertips when they extend their arms by their side.

**Shoes** should be sturdy and have closed toes and not have a platform. Sandals or poorly fitting shoes can cause serious injury. No roller blade tennis shoes are allowed.

**Hair** should be clean and neatly groomed. Extreme styles (i.e., hair dyed orange or blue) will be permitted so long as that style does not cause a disruption to the school setting. The principal or the principal's designee will determine if a style is creating a disruption.

**Hats/caps** or other headwear (i.e., visors, bandannas, etc.) will be removed while in the building.

### **Violation of Dress Code**

If the principal or designee determines that a student's grooming violates the dress code or presents a safety concern, the student shall be given an opportunity to correct the problem at school or parents will be contacted. If not corrected, the student shall be assigned to in-school detention for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

One simple guideline that students should follow is that if there is any question as to whether the apparel would be acceptable, it should NOT be worn to school. Each year there are a few things, including "fads", that appear at school. These are not listed nor do these regulations cover all problems that may arise. When any "fad" gets started and potentially creates a disruption to the learning environment, school administrators will immediately take steps to eliminate the disruption.

The above policies are in alignment with the Douglas County School Board's policy as explained in the "*Student Codes of Conduct and Discipline*" handbook. Please be aware that parents may be called to bring a change of clothes to school if inappropriate clothing is worn to school.

### **Film Resources**

Douglas County School District's policy regarding the use of film includes these salient points:

- The use of film resources solely for entertainment purposes during instructional time is not acceptable. Films must have an educational purpose.
- G films may be shown to all grade levels.
- PG films may be shown to fourth, fifth, and sixth graders if parent permission is given.
- If the rating of a film is unknown, the film may not be shown.

## **Field Trips**

Teachers may schedule field trips that enhance classroom learning. Parents cover the cost of these trips. The Transportation Department requires that each child have a Transportation Contract on file prior to going on a field trip. Bus fees for the field trips will vary based on the destination. This is in addition to any admission cost at the venue. Also, please note that parents are strongly discouraged from driving their own students to a field trip destination. With fewer students riding a field trip bus, the bus fees would increase for the other students, making the field trip too costly. As a result, field trips might have to be cancelled. In addition, we feel strongly that riding the bus is an important part of the field trip experience. Finally, please note that we ask that siblings do not attend field trips with parent volunteers.

## **Homework Guidelines**

### **Homework has two important purposes:**

- To provide students with independent practice and supplemental learning opportunities
- To provide opportunities for vital parent-school partnerships

### **Reasons for assigning homework on a regular basis:**

- Provide opportunities to practice previously taught skills
- Improve retention of learning
- Promote development of study skills, including time management
- Inform parents about the curricula and of their students' progress

### **Homework:**

- Can be work that is directed toward a project
- Can be work that extends a unit or lesson
- Should be clear and specific so students can complete the assignment in the allotted amount of time for the grade
- Helps to guide teachers' instructional decisions
- Is NOT busywork
- The amount of time for homework should fall within the following guidelines:
  - Kindergarten, 10 minutes
  - First Grade, 10 minutes
  - Second Grade, 20 minutes
  - Third Grade, 30 minutes
  - Fourth Grade, 40 minutes
  - Fifth Grade, 50 minutes
  - Sixth Grade, 60 minutes

### **Homework Responsibilities:**

<b>Student</b>	<b>Teacher</b>	<b>Parents</b>
*Take responsibility for completion of homework *Use planner to record homework assignments (grades 3-6) *Take all necessary materials home *Bring finished work to school and turn in *Establish a homework schedule and routine with your family	*Consider the unique needs of each student *Provide a system for feedback on homework assignments in a timely manner *Inform students of assigned work, due dates and expectations *Make sure each student understands the assignment *Encourage students' efforts in completing homework and be sensitive to problems and frustrations *Do not ask parents to play a formal instructional role *Consider impact of long-term projects on daily homework assignments *Communicate with parents regarding concerns or problems *Communicate classroom homework expectations and structure	*Provide a work space and schedule for the completion of homework *Provide feedback and encouragement *Avoid doing homework for your child or assuming responsibility for unfinished homework *Encourage your child's effort in completing homework and be sensitive to problems and frustrations *Give permission to stop if your child's overly frustrated *Communicate with teachers regarding concerns or problems *Reinforce skills learned at school in the home environment

## **Keep Us Current**

It is extremely important for parents to keep the school informed of any changes in emergency, doctor, and home or work phone numbers during the year. Current information is a necessity for the safety of your children. We have yellow Update sheets available in the files on the black cabinet

## **Lost and Found**

The Lost and Found rolling cart is located in the corner by the elevators. Students may check the Lost and Found for lost items at any time other than class time. Lost and Found items will be displayed on a regular basis so that students can claim lost items. Small items such as jewelry will be held in the office. Unclaimed items are given to charity during school breaks and the end of the school year or when the bin is beyond capacity. Parents are strongly encouraged to put their children's names and grade level on coats, lunch boxes and other personal items.

## **Personal Belongings**

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. We ask that children secure the permission of the teacher for special events before bringing such things as toys, stuffed animals, electronic equipment, or sports equipment to school. Money and other valuables should only be sent to school when there is a definite need for them. The school cannot be held liable if personal items are damaged or stolen. **Absolutely no knives, guns, or weapons or replicas will be permitted.**

## **Medical Information**

Parents, you have the opportunity to help create a healthy environment at school that is necessary for learning. Occasionally, sick students come to school. This may be a danger to some students, and other students and staff may also become ill. The following are suggestions that will aid in helping to maintain a healthy school environment, keep children well, and stop the spread of illness.

Parents should be aware of the early signs and symptoms of illness such as:

- Decreased activity - droopy, tired appearance
- Irritable behavior - sleepy
- Sore throat/swollen glands
- Runny nose/cough
- Skin eruptions/rashes
- Diarrhea (must stay home until 48hrs diarrhea free)
- Abdominal pain
- Fever (100 degrees or higher is considered a fever in Douglas County Schools – 24hr fever free)
- Vomiting (must be 24hrs since last episode; 48 hrs for norovirus)

Parents can help by:

- Checking student's health before they leave home.
- Keeping students home when they have signs/symptoms of illness or temperature of 100°.
- Making sure that your child knows where you are (work, home, etc.).
- Giving the school office accurate emergency phone information.
- Making arrangements with relatives/friends to take care of sick children.

Please know these guidelines were written with the children's welfare in mind. If your children become ill at school, please pick them up within an hour of being notified. If you have questions, please feel free to call.

## **Illness/Injury:**

Children who complain of illness are sent to the school's health room. It is the district's policy to send children home that have a fever of 100 degrees or more. If your child's temperature is less than 100 degrees, but appears unable to participate in the classroom, you will be contacted.

Most injuries that occur at school require minimal assistance administered in the school's health room. In the event of more serious accidents, we will first attempt to reach the parents at home or work. If we are unable to reach you, we will call the emergency number listed on the enrollment form. In case neither parent nor emergency numbers can be reached, school authorities will take the necessary steps to ensure the welfare of the child. Such actions may include calling the physician listed in the emergency information or paramedics.

## **Medication**

Public schools are governed by strict laws and rules regarding the dispensing of any kind of medication at school. Parents whose children require medication, including over-the-counter medications must provide the school with a

form (available in the school office) signed by their doctor that specifies exactly what medication and what dosage the child is to receive. All medication is kept in the school office under lock and key and is dispensed only by trained office personnel. The office keeps a log of all medication dispensed at school and will notify parents when a child's prescription is running low. Students are not to bring any kind of prescription or over-the-counter medication from home (even an aspirin), even with their parent's permission.

The school office can administer Tylenol if parents have signed a release form and only if the child is not running a fever. Whenever a child is running a fever (a temperature of 100 degrees or more), parents are contacted and expected to pick up their child.

Our school health room is managed by our health room assistant, who has received special training (First Aid, CPR, Universal Precautions). She is not a nurse and cannot diagnose medical problems. A nurse consultant oversees the training of our office staff and our student health records.

### **Parent Volunteer Opportunities**

**Parents are welcome and appreciated at Clear Sky!** Research collected from over 30 studies found that parental involvement in schools is one of the most important factors in student success. The studies found that the involvement need not be a specific kind, such as tutoring, for the benefit to occur. Below you will find a variety of ways you can be involved. If you wish to volunteer please contact the school office to fill out a volunteer application.

### **School Advisory Council (SAC)**

The School Advisory Committee is made up of interested parents, school staff, community members and the school principal. This state mandated committee is dedicated to school improvement and establishes goals for each school year. They conduct need assessments and provide a forum to address issues that are of concern to our school community. They review the school budget and grants. All parents are encouraged to attend and participate.

### **Parent Teacher Organization (PTO)**

PTO is an association of parents who work with the faculty and the principal to help in providing for the education and welfare of our children. Monies raised are used to support designated projects and programs at the school site. Please go to [www.CSEPTO.com](http://www.CSEPTO.com) for more information.

### **Volunteering**

Volunteers are an integral part of our school. We recognize and appreciate the value, expertise, support, and assistance they give. Volunteers may include parents and patrons who give their time to assist in the classrooms and office of the school. They also include student assistants and high school students who are receiving credit for work in classrooms and offices.

The school will:

- Closely monitor volunteers who have access to private information and emphasize the position of responsibility.
- Encourage volunteers to report any disrespectful or disruptive behavior.
- Monitor volunteers and remove them from their volunteer position if it is apparent that they have not followed the guidelines.
- Discourage volunteers to work solely with their child as this hinders our goal for children to become independent.
- Discourage volunteers from using this time as "parent conference" time with the teacher.
- Discourage volunteers from bringing preschool children to school when volunteering unless classroom teacher has given prior approval.
- Discourage volunteers from holding conversations unrelated to the work they are doing with other volunteers during classroom time.
- All volunteers are required to complete a confidentiality agreement.

### **Playground Rules**

We believe recess is an important part of the student's day. We encourage students to go outside, get some fresh air and a little exercise. Students are encouraged to wear tennis shoes during nice weather to avoid injury to their feet while playing. We strongly encourage students to wear jackets, gloves, hats, snow boots, and snow pants to be playing in the snow. However, we have decided that students who choose to get wet will have to suffer the consequences and will not be sent to the office to change.

We provide adult supervision during all recesses but cannot provide "refs" and "umpires" for team sports. More and more elementary aged students are participating in competitive sports leagues after school and hope to continue their competitive play at school. This is not acceptable. Students who show aggressive behavior and use inappropriate

language will lose the privilege to play. Please review with your child the purpose of recess and that competitive/aggressive behavior will not be accepted.

### **Student Expectations:**

- Students need to be under adult supervision at all times.
- Students will obey instructions of all adults.
- Students will know and observe playground equipment usage rules.
- Students will immediately stop play when the bell rings or whistle blows, collect equipment and line up promptly.
- Students will ask permission to leave the playground.
- Students will do nothing that could be harmful to themselves or others by avoiding rough play and difficult gymnastics (e.g. tackling, handsprings, flips etc.).
- Students will quietly enter the building at the end of recess.

### **SWINGS:**

- One person per swing at a time.
- Students should sit on the swing seat.
- Swing forward and back, not side-to-side.
- Never jump out of a swing.
- Never spin the swings over the top bar.
- No flipping the swing.
- When all swings are occupied, students may count to 100 slowly and out loud while waiting for a swing.

### **SLIDES:**

- Students will slide down one person at a time.
- Students will slide down feet first, sitting or laying on one's backside.
- No running/walking up or down the slide.
- Students will not flip over top bar on the slides.
- Keep dirt and rocks off the slide.
- No playing tag on the slides.

### **BARS:**

- Keep two hands on the bar.
- No cherry drops.
- No students will be allowed to walk/stand on top of bars

### **PLAYGROUND GAMES AND AREA:**

- Football games are tag or flags. No tackling.
- Students need to stay on the playground area, always in sight of an adult.
- No hard baseballs are allowed.
- No baseball bats or lacrosse sticks may be brought to school for recess purposes.

## **Programming for Success for Each Student**

In addition to each teacher practicing differentiation of instruction for all students within the classroom, it is also our goal to extend the regular instructional program in an effort to meet the many diverse needs of our students. This is done through a variety of programs and experiences as listed below:

### **Before or After School Enrichment**

Clear Sky Elementary offers enrichment classes before or after school, when possible. Teachers and community members offer classes for one hour once or twice a week on a six-week schedule. If you are interested in offering a class, please contact the office.

### **Rtl Team (Response to Intervention)**

The Rtl Team meets to discuss the needs and concerns of individual students. They collaborate and problem-solve to address student needs in the following areas: behavioral/social/emotional concerns, learning difficulties, developmental issues, and differentiation for highly able learners. An action plan is developed with goals and targeted instruction identified. Data is gathered to determine next steps. All students who are suspected of have a learning disability must go through the Rtl Team process. An Rtl Team meeting may be initiated by a staff member or by a parent.

### **English as a Second Language (ESL)**

Clear Sky has a program for students who speak another language and are learning English. Students receive English instruction and support throughout the day from an ESL teacher and are fully included within the regular classroom.

### **Special Services (Instructional Support Services – ISS)**

The Douglas County Schools offer special programs for students with learning or speech/language disabilities, emotional difficulties and physical or developmental delays. If you believe your child could benefit from any of these programs, please contact your child's teacher or principal for more information about the formal process.

### **Spelling Bee**

Clear Sky Elementary participates in the National Spelling Bee by administering a written and oral test to children in grades four through six. The winner of the oral test is our representative to the district Spelling Bee.

### **Student Council**

This is an extra curricular activity that meets before school or during the school day on a regular basis. It is open to third through sixth graders in good standing. The Student Council representatives work on fund raising, community service and promoting school spirit.

## **Registration/Withdrawal of Students**

### **Registration**

When a student enrolls at Clear Sky, all paperwork must be completed before the student may begin attending. Required paperwork includes a student registration form, authorization to release records from the previous school, and copies of (1) proof of residency (either signed warranty deed or lease), (2) original birth certificate, and (3) immunization records. Please do not expect to register your child and have him/her start school the same day. We need 24 hours to allow the teacher time to prepare a desk, chair, and other classroom materials which create a welcoming first day experience for your child.

### **Kindergarten Registration**

Kindergarten Registration for the following school year is held each January. The registration procedure includes the same steps listed above. By District policy, all students entering Kindergarten must reach their fifth birthday on or before October 1<sup>st</sup>.

### **Transfer/Withdrawal**

Please let us know if you move out of our boundaries, as your child will need to transfer to his/her new school and this information helps us to plan for staffing for the next school year. There is a withdrawal form that requires a parent's signature. It is important that your child returns all school-owned books and materials and close out any lunch account. We will release records to your child's new school once all materials have been returned or paid for.

### **School Pictures**

School pictures for grades K-6 are taken during the first month of school and in the spring. We will have make-up days scheduled for fall photos.

### **Snacks**

Teachers will determine a snack time either in the morning or in the afternoon. Students may choose to bring a snack to eat at this time. In order to promote healthy eating habits, snacks are limited to nutritious foods only: granola bars, fruits, veggies, cereal, etc. are fine. "Sweets" such as cookies, candy, chips, and cake should be saved for dessert at lunchtime. Snacks do not include beverages or food that needs to be microwaved. Clear liquids only are allowed in the classrooms.

### **Student Progress**

The school year is divided into two reporting periods. Parent-Teacher conferences are scheduled in the Fall and Spring to discuss student progress. Students receive a report card at the end of each reporting period. Please feel free to call the school to set up a conference with your child's teacher to discuss his/her progress at any time during the year.

### **Telephone Use**

1. Students may use the phone at the discretion of the teacher.
2. Telephones will be used to enhance student learning in support of the school curriculum.
3. Students will not be allowed to call for items that have been forgotten at home.
4. Students may use the phone to clarify misunderstandings or miscommunications with parents.

5. Parents should feel free to call the school at any time. Unless there's an emergency, messages from parents will be taken by office personnel and delivered to students at the end of the day.
6. Cell phones are for before and after school use only. Cell phones will be confiscated if visible during school hours.

**WE REQUEST THAT ALL MESSAGES FOR STUDENTS AT THE END OF THE DAY BE RECEIVED IN THE SCHOOL OFFICE BY 3:15 P.M.**

**Tobacco**

Douglas County Schools are tobacco free environments. Tobacco products of any kind are not allowed to be used on school grounds. Visual possession of any products on school property and during school-sponsored events is banned. Any visitor violating the district tobacco policy will be asked to leave the school property or school sponsored event to finish their tobacco product or to dispose of the product.

Schools will make every effort to provide alternatives to suspension for tobacco violations. This will include educational information regarding tobacco free schools law, the district tobacco free policy and health hazards of tobacco. Resources for alternatives to suspension include both education and cessation option provided by the Safe and Drug Free Schools program.

**Transportation to and From School**

**Arrival & Departure**

Each day before students arrive at Clear Sky Elementary, teachers and staff are engaged in individual planning, team meetings, and committee work. Before school, it is each teacher's responsibility to prepare for the day's lessons, as well as communicate with colleagues about curriculum, instruction, and student needs. Therefore, it will not be possible for them to supervise students who arrive early. **For the safety of your child, you must not drop your child off before 8:55 a.m. unless you are staying with your child, your child attends before school day care or your child is involved in a supervised activity.** For those students who continue to arrive before 8:55 a.m., a staff member may be calling the parents asking for support on this issue. If the problem continues, your child will be placed in the before school day care program where the parent will be charged the regular morning fee.

**See separate document for instructions regarding our "Kiss 'N Go" lane.**

**Bicycles**

It is the responsibility of the parent to determine whether or not their child can safely ride a bicycle to and from school. Bicycles must be walked on school property at all times. They are not to be ridden on school grounds. Locking the bicycle in the bike racks provided is the responsibility of the student. Students must obey all safety/traffic rules when riding to and from school, including always wearing a helmet when riding a bicycle.

**Bus Transportation**

To keep traffic to a minimum, we ask that all students who can ride a bus do so. If you have questions regarding the buses and their schedules, you may call transportation at 303-387-0412.

A separate bus loop on the north side of the school is provided for buses only.

**Under no circumstances may parents park or drop off in the bus area.**

**Visitors**

**ALL VISITORS MUST SIGN IN AT THE OFFICE AND WEAR A VISITOR'S BADGE AT ALL TIMES.**

Parents and visitors are welcome at the school during the day. However, it is required that all visitors at all times sign in at the office. In order to plan effectively for classroom visits, we appreciate knowing the purpose and time of a parent's visit ahead of time.

Due to the disruption of academic time, it is requested that preschool age children and infants not be taken to classrooms during observations. Please remember that children are easily distracted by conversations between adults. So that the teacher can focus on his/her students, a discussion should be saved for a conference time that the teacher will be happy to provide at the earliest possible time.

Special invitations will be extended to parents on certain occasions for programs and assemblies. Children not attending our school are not allowed to visit classrooms. Middle school and high school students will not be allowed

to visit classrooms during the school day unless prior approval has been obtained from the Principal or teacher they wish to visit.

### **Parent Visitation**

Our parents have an open invitation to visit the classrooms of their children. Please contact the teacher 24 hours prior to your visit to ensure a mutually agreeable time. Visits should be limited to 20-30 minutes.

### **School Visits from Friends, Older Students, and Relatives**

We cannot allow students to have visitors in their classrooms other than their parents. Visiting cousins, aunts, uncles, siblings, and friends who do not attend Clear Sky may not come to school unless a special event has been planned with the teacher or it is during the student's lunch time.

### **Weather**

On very cold and/or wet days, children are kept inside during recess time. If the temperature is 18 degrees or less (wind chill factor is taken into consideration), there will be inside recess. Please dress your child(ren) warmly because the weather can be unpredictable. If the weather is inclement, please listen to your radio or check the Douglas County School District's web site ([www.dcsd.k12.co.us](http://www.dcsd.k12.co.us)), or call our weather hotline at 303-387-SNOW (7669).

Snow Days - the Central Administration Office calls District snow days. School closures and delays are made with student safety foremost in mind. When bad weather is expected, a "snow team" is activated between midnight and 2 a.m. This team relays road conditions and plowing reports by 2 a.m. to the Director of Transportation who works with others to examine the forecast data, listen to reports, communicate with surrounding areas, and makes a decision. Between 4-5 a.m., a decision will be made to either close the entire district or close by high school feeder area. For confirmation, check the district website or call the snow hotline at 303-387-SNOW(7669).

### **Other Weather Related Emergencies**

Clear Sky Elementary has emergency plans for fire, natural disasters, weather and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

### **Fire and Tornado Drills**

- Fire and tornado drills are conducted each year for the safety of students and school personnel.

### **Lightning Policy**

- Recesses will be shortened or canceled whenever the possibility of a lightning storm exists in the area. The playground personnel will determine when conditions are such that children need to leave the playground.

### **Severe Weather - Delayed Dismissal**

As we all know from living in Colorado, the weather frequently takes a turn for the worse at about 3 p.m.! Clear Sky Elementary will not allow students to leave the building if there is a threat of severe weather. Clear Sky's definition of severe weather is lightning, thunder, torrential rains, notification of a tornado warning or when the district due to inclement conditions closes school early. In the case of severe weather, the following will occur:

1. A **red flag** will be hung IF IT IS SAFE on the flagpole to indicate a lightning dismissal
2. A **phone call and text message** will be sent close to 4:00 indicating that there will be a lightning dismissal
3. Bus students and Daycare students will wait in the gym until it is safe for them to walk to their buses
4. Walkers and kiss-n-go students will wait in their classrooms until someone comes to pick them up and signs them out. Please notify the school or teacher if someone other than the parent will be signing out your child.
5. Remaining walkers will be dismissed to walk when it is deemed safe.
6. A **follow up phone call and text message** will be sent indicating when we have released students.

We encourage you to sign up for text messaging as it is an effective way to receive information in a timely manner.

Below are directions from the district regarding how to set it up:

Parents need to log into Parent Portal and go to their contact preferences. There is a place where they can see the contacts associated with their families. They simply need to select **TEXT** to begin receiving messages. If your cell phone is not in the list, they will need to contact our school registrar, Susan Snider at [susan.snider@dcsdk12.org](mailto:susan.snider@dcsdk12.org)

**NOTE:**

⇔ Please discuss plans for delayed dismissal with your child.

**YOUR COOPERATION AND SUPPORT IS GREATLY APPRECIATED!**

## Clear Sky Behavior Matrix

	Be Respectful	Integrity	Safe	Own It	Never Give Up
<b>Classroom</b>	<ul style="list-style-type: none"> <li>•Listen to &amp; follow directions</li> <li>•Honor everyone's right to learn</li> <li>•Match your voice level with your activity</li> </ul>	<ul style="list-style-type: none"> <li>•Share materials</li> <li>•Honor people &amp; their ideas</li> <li>•Be considerate &amp; aware of others</li> </ul>	<ul style="list-style-type: none"> <li>•Use equipment &amp; supplies appropriately</li> <li>•Walking feet</li> <li>•Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>•Be prepared to learn with proper materials &amp; attitude</li> <li>•Keep your work area clean &amp; organized</li> <li>•Take ownership for your learning behavior</li> </ul>	<ul style="list-style-type: none"> <li>•Stay focused &amp; on task</li> <li>•Challenge yourself</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>•Voice level 0-2</li> <li>•Hands &amp; feet to self</li> <li>•Listen to &amp; follow directions</li> <li>•Honor property</li> </ul>	<ul style="list-style-type: none"> <li>•Be a good role model</li> <li>•Be aware of others</li> <li>•Report situations to an adult</li> <li>•Only use elevator with permission</li> </ul>	<ul style="list-style-type: none"> <li>•Walking feet</li> <li>•Hands &amp; feet to self</li> <li>•Stay single file &amp; to the right</li> </ul>	<ul style="list-style-type: none"> <li>•Be where you need to be</li> <li>•Take care of belongings</li> </ul>	<ul style="list-style-type: none"> <li>•Greet others with a smile</li> <li>•Help others</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>•Voice level 0-3</li> <li>•Hands &amp; feet to self</li> <li>•Listen to &amp; follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Invite/allow others to sit with you</li> <li>•Make healthy food choices</li> </ul>	<ul style="list-style-type: none"> <li>•Clean up after yourself</li> <li>•Walking feet</li> <li>•Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>•Practice restaurant manners</li> <li>•Eat your own lunch in a timely manner</li> <li>•Clean up after yourself.</li> <li>•Remember ID number</li> </ul>	<ul style="list-style-type: none"> <li>•Finish your lunch</li> <li>•Wait patiently</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>•Honor the presenter(s)</li> <li>•Voice level 0-1</li> <li>•Hands &amp; feet to self</li> <li>•Listen to &amp; follow directions</li> </ul>	<ul style="list-style-type: none"> <li>•Clap respectfully</li> </ul>	<ul style="list-style-type: none"> <li>•Sit Criss-Cross Applesauce</li> <li>•Walking feet</li> <li>•Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>•Enter &amp; exit with a voice level of 0-1</li> </ul>	<ul style="list-style-type: none"> <li>•Be positive about the program</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>•Hands &amp; feet to self</li> <li>•Listen to &amp; follow directions</li> <li>•Honor property</li> <li>•Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>•Share equipment</li> <li>•Invite/allow others to play with you</li> <li>•Be a good sport</li> <li>•Follow all rules, even when adults aren't watching</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in boundaries</li> <li>•Follow rules</li> <li>•Hands &amp; feet to self</li> <li>•Snow &amp; rocks stay on ground</li> <li>•Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Take care of the environment</li> <li>•Problem solve with each other</li> <li>•Dress for the weather/activity</li> </ul>	<ul style="list-style-type: none"> <li>•Play, have fun, be fair</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>•Clean up after yourself</li> <li>•Honor the privacy of others</li> <li>•Voice level 0-2</li> </ul>	<ul style="list-style-type: none"> <li>•Report situations to an adult</li> <li>•Follow all rules, even when adults aren't watching</li> </ul>	<ul style="list-style-type: none"> <li>•Wash hands</li> <li>•Walking feet</li> <li>•Hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>•Wash hands</li> <li>•Flush the toilet</li> <li>•Use only what you need</li> <li>•Maintain a clean environment</li> </ul>	<ul style="list-style-type: none"> <li>•Return to class in a timely manner</li> <li>•Wait patiently</li> </ul>
<b>Media Center/Tech Lab</b>	<ul style="list-style-type: none"> <li>•Voice level 0-2</li> <li>•Hands &amp; feet to self</li> <li>•Listen to &amp; follow directions</li> <li>•Honor school &amp; personal property</li> </ul>	<ul style="list-style-type: none"> <li>•Honor intellectual property</li> <li>•Use approved materials &amp; Internet resources</li> <li>•Only open your personal document folder</li> </ul>	<ul style="list-style-type: none"> <li>•Walking feet</li> <li>•Hands &amp; feet to self</li> <li>•Use approved web sites</li> <li>•Use caution &amp; care when handling mobile lab</li> <li>•Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Take care of books &amp; equipment</li> <li>•Keep a clean work area</li> <li>•Challenge yourself</li> <li>•Return your books on time</li> <li>•Leave snacks &amp; drinks outside of center &amp; lab</li> </ul>	<ul style="list-style-type: none"> <li>•Complete work in a timely manner</li> <li>•Give your best effort</li> </ul>