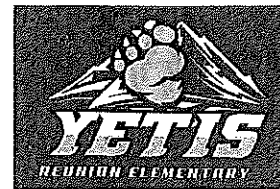


Reunion Elementary Family Handbook 2018-2019



BELIEVE BIG, PURSUE YOUR SUMMIT. LEAVE FOOTPRINTS!



SCHOOL HOURS:

The school day begins at 7:50 a.m. and ends at 3:30 p.m. Tuesday, Wednesday, Thursday and Friday. For safety reasons, students must not arrive at Reunion prior to 7:35 a.m. Student supervision will begin 15 minutes before school and end 15 minutes after school. If these above times do not meet your needs, please contact our before and after school daycare.

ATTENDANCE AND REPORTING AN ABSENCE:

In order to meet the educational demands of all children, it is essential that your child be at school. Research has proven that there is a direct correlation between a child's attendance and his/her success at school. Please try to schedule events, vacations, and appointments around school hours whenever possible. We do recognize that there are circumstances that would prevent your child from coming to school. In the situation where your child cannot be in attendance, please call the **office attendance line (720-685-8503)** to report the absence by 9:00 a.m. If you fail to call in by 9:00 a.m., you can expect a call from the office to verify the absence. Communication between parents and school helps us keep your child safe. Please help us in this effort by communicating whenever your child will be absent. We will also try to arrange for your child to get missed class work, homework, and books. Please understand that your child will miss work at the classroom level because of projects and instruction that only can be done in the classroom. This is why it is so very important for your child to be at school when healthy and feeling good. If attendance becomes a concern the principal will arrange a conference.

TARDINESS:

Classroom teachers will take attendance 10 minutes after bell last bell has rung. If students arrive after last bell, they must report to the office before proceeding to their classroom. Students will receive an entry slip, which enables us to better prevent attendance errors. If tardiness becomes a concern a conference will be held with the parents and child to figure out a solution.

STUDENT CHECK OUT:

Parents who need to pick up their child must report to the office. Parents will be required to sign their child out of school. Students will not be released to individuals other than the parent or guardian, unless previous arrangements have been made. Visitors will be required to show identification.

PHONE CALLS/ MESSAGES:

Students will be allowed to use the office telephone in the event of an emergency. If you need to contact your child during the school day, please stop by the office or call the direct line at **720-685-8500**. Classroom teachers may not check/respond to messages until the end of the school day. Please limit student telephone messages to emergencies only, as we like to keep classroom interruptions to a minimum.



PARENT VISITATIONS:

Parents are always welcome to come and visit school anytime. They will be asked to notify the classroom teacher ahead of time and sign at the office. All adults wishing to enter the school will be required to show identification and be screened through the RAPTOR system. Once parents or visitors have signed into the office, they will receive a "VISITOR" badge. Parents or visitors who are not wearing a badge will be asked to return to the office to sign in. Parents wanting to eat lunch with their child will be allowed to do so, but please notify the office before 9:30 a.m. that day.



LUNCH AND BREAKFAST:

Hot lunch is provided for all children grades Kindergarten through 5th grade. Students will have the choice of buying a hot lunch or bringing their own sack lunch. Milk is available with hot lunch and can also be purchased with a cold lunch. Nutrition Service packets for free/reduced meals are available in the office and by credit card online at payforit.net. Meals may be paid for with cash or check. **In emergency situations**, students are allowed to charge a meal. **There is a charge maximum of \$5.00. Once the limit is reached, students will be given a homemade cheese or peanut butter sandwich and milk until the balance is paid in full.** Students will also have an opportunity to purchase various snack items, as well as lunch a-la-carte. Breakfast will be available for students 25 minutes before first bell. Lunch times vary according to grade level. Please check the district website for lunch and breakfast pricing and menus.



MEDICATION:

Any student who needs to take medication at school, whether it is a prescription or over the counter medication, **MUST** have a written permission slip from the doctor **AND** a written permission slip from the parent before any medication can be distributed by the school health aide. No medication can be administered by a teacher or student. Not even cough drops. The office will keep records of any and all medication distributed. **NO MEDICATION WILL BE ADMINISTERED WITHOUT THE PROPER DOCUMENTATION.** Medication does not carry over from year to year and will be destroyed if not claimed by the parent at the end of the school year.

LOST AND FOUND:

Students who have lost items should first check with their classroom teachers and then check in the office. Students who find an item should bring it to the office and give it to the school secretary. All lost and found items will be placed in the lost and found rack found in the lunchroom. Valuable items will be handled and secured by the school secretary. **It is the student's responsibility to care for personal equipment at all times, as the school is not liable for ANY lost or stolen items.** Lost and found items will be donated every two months if not claimed.



WEATHER DELAYS/ SCHOOL CANCELLATION:

There may be a number of factors that would cause Reunion to start late, end early, or cancel school. All cancellations will be broadcasted over various radio and television stations. Please listen for *District 27J* delays and cancellations before calling the school.

Television Channels: 2-WB, 4-KCNC, 7-KMGH, 9-KUSA, 31-FOX

FM Radio: KSIR-107.1, KBCO-97.3, KBPI-106.7, KISS-95.7, The Fox -103.5, KTCL-93.3, KYGO-98.5, KCKK-104.3

AM Radio: KOA-850, KKFN, KCUV-1150 (Spanish)



TRANSPORTATION TO AND FROM SCHOOL:

Transportation to and from Reunion will be consistent with the District 27J's walkers and riders policy which states that students who reside inside of a one mile radius from the school are determined as walkers, and those residing outside the one mile radius are riders. Riders shall have the option of being bussed to and from school. Students who fall outside of the attendance boundary for Reunion will not be provided district transportation. Families should contact the transportation department with questions about busing at **303-655-2991**. Students are allowed to ride bikes, skateboards, and rollerblades to school, but will not be allowed to ride these while on school grounds. All forms of transportation must be able to be locked outside and will not be allowed in the building for student safety and limited classroom space. Motorized vehicles are prohibited. On occasion, parents may request that students ride the bus home with a friend. Students must have permission slips signed by their parent and Mr. Felten prior to doing so.

If you are transporting your child to and from school, **WE MUST HAVE YOUR COOPERATION** to ensure student safety. Please follow the guidelines below when picking up your children:

Drop off and pick up should only occur next to the sidewalk. Dropping off and picking up from the middle lanes creates a safety concern for all kids who must weave through traffic.

Crosswalks: All students and families should use designated crosswalks to help with safety of our children. Please be a good role model and walk to a crosswalk before crossing the street. It will help cars know where children and families should be when crossing. Children running across the street between parked cars are an accident waiting to happen!

The drop off and pick up lane should not be a parking spot. Cars should be parked at the curb for no more than one minute. If you must, circle back around the parking lot to pick up your kids.

Arrange a safe meeting place for you and your kids to meet every single day. Inconsistent meeting places result in confusion and lost children and parents.

BE PATIENT. Our parking lot is always cleared within 10 minutes. 10 minutes is not worth an accident.

BE AWARE. Know your surroundings as you drive through our parking lot and do not back up from the drop off pick up area, kids smaller than your vehicle may be behind.

Educate your children. Please help reinforce to your students that they should cross in designated areas and not run across the parking lot. We do have staff that prohibits this, but extra reinforcement is appreciated.

Buckle Up – It is the law.

ACCIDENT PROCEDURES: You can expect that your child will be safe from harm while at Reunion Elementary; however accidents do occur sometimes. Our health aide is certified to administer basic first aid to injured students. In case of a serious accident parents will be contacted immediately. If the parent cannot be reached we will contact the emergency person recommended by the parent. It is **critical** that parents keep the school up-dated on all phone numbers and emergency contacts.



CRISIS PLANS (Fire, Hazardous Material, Tornado, and Emergency Lock Down/Out Scenarios)

Student safety is the first priority for Reunion and its staff. There are a number of safety precautions that we take to ensure safety for all students and staff. Each staff member and student will be trained in all of our safety and evacuation procedures, as these emergency procedures are practiced monthly. In all emergency situations, we will use the automated phone system to keep parents informed. A “lock down” situation would call for the school and each classroom to be locked keeping the danger away from students. **During these emergency times, parents will not be allowed inside the building.** Parent cooperation in an emergency is a must!

SCHOOL-PARENT COMMUNICATION:



NEWSLETTERS:

Reunion is very dedicated to continually communicating with parents. You can expect to be kept informed about changes of schedules, early release days, upcoming programs, vacations, student progress, etc. All parents are encouraged to read through the newsletter or bulletin very closely. Please check the website regularly as this is the quickest way to get information about upcoming events.



PHONE CALLS AND THE AUTOMATED PHONE SERVICE:

Reunion will call parents for a variety of reasons: concern, praise, events, etc. We also have an automatic phone system that will allow us to send a message to all parents in our student database. The automated dialer will keep you regularly informed. It may sound similar to an advertisement, so please be patient with it. If you'd like to be excluded from the automated phone service, please contact the office and we will honor your request.



PLANNERS:

Every student at Reunion 1st through 5th will be given a daily planner. Kindergarten and Preschool students will have a monthly calendar for events and classroom information. This planner will help students organize their class work and homework, as well as provide the teacher and parents with a mode of communication. Parents and teachers should expect that each child bring their planners to and from school on a daily basis. Notes between teachers and parents can take place in this planner, as well as homework assignments being more detailed. Help us stay on top of your child by checking in with their

planner use regularly. Replacement planners are \$5.00, so help support your child with the responsibility of caring for it.



MONDAY YETI FOLDERS:

Everyone Monday the Reunion School Folder will come home. In this folder you will see school wide information, District Information and possibly classroom information. This folder needs to be returned on Tuesday with any required information.



PARENT – TEACHER ORGANIZATION:

The purpose of this organization is to encourage an active partnership between the parent community and the school. All parents are welcome to attend monthly meetings and actively support the various school programs offered throughout the year. Please watch for information coming for the first meeting in September.

STUDENT DRESS AND ITEMS CODE:

Students should dress in a manner that is **appropriate** for school and the weather. Appropriate dress and appearance of students shall rest with individual students and their parents. Modes of dress, hairstyles, and personal grooming habits will be accepted provided they are not disruptive, offensive, compromising to student safety, or contain any inappropriate logos or mottos that could deter the health, safety, or morals of individuals. Also, all items that can be a distraction to other student learning will not be permitted at Reunion Elementary. Please consider the following examples:

- Cell phone must be off and in backpack while on school grounds.
- No fidget spinners or other Fidget items allowed unless approved by doctor and school team for the benefit of the child. The child would be supported in how to use it to help learning and not being a distraction.
- No Heelys, on school grounds.
- Shorts and skirts are to be longer than the fingertips of a relaxed arm.
- T-shirts may not promote alcohol, drugs, or contain what could be considered lewd or obscene.
- Spaghetti strap and muscle shirts are not allowed. (Straps must be two fingers in width.)
- No beach sandals, flip flops, pajama wear, or hats allowed (excluding spirit week activities).
- Hats are NOT to be worn in the building.
- Hoodies are acceptable but the hood may not be worn while in the building.

Students who are not dressed appropriately will be asked to comply. On days when students attend physical education, they should bring tennis shoes and girls should wear dresses with leggings. Students will be expected to dress appropriately to complete their tasks.



STUDENT CONDUCT:

Students shall conform to the policies and regulations of the School Board, the Superintendent of schools, building principals, and teachers. The rights and responsibilities of students apply to all school functions both away from the school and on the school premises. Parents shall be responsible for their children's

regular attendance at school ensuring their arrival on time, proper dress, and in condition of physical health and mental alertness to benefit from instruction. School staff will be responsible for the conduct of students when in their classes, on school property and when supervising students outside school hours.



DISCIPLINE:

The person to handle minor infractions of classroom and building rules is the classroom teacher, or the person aware of the infractions. Parents will be notified if behavior does not improve, minor infractions continue, and/or a major problem arises. Conferences will be held with parents, students, teachers, and administrator to make sure all parties are aware of the problem, and to reach a solution to the problem. Students will be held accountable for their actions.

CONSEQUENCES:

Consequences can and will be enforced by the classroom teacher, lunch/playground supervisors, as well as school administration. In determining consequences, individual statements, due process, and further investigation will occur prior to consequence assignment. Assigned consequences will be at the discretion of school officials and may include but not be limited to the following:

- ✓ Loss of recess
- ✓ Class removal
- ✓ Assigned detentions (before school, lunchtime, or after school)
- ✓ Conference with a student
- ✓ Discipline referral filed by supervising teacher
- ✓ Student/Parent contracts
- ✓ In/Out of school suspensions (student held in office or removed from school)
- ✓ Expulsions (student removed from school and not allowed to return)

Repeat infractions will result in increased severity of the consequences. Serious violations will result in immediate and severe consequences. Parents should expect to be notified by the school of the behavioral infractions of their children. In severe cases resulting in suspension, parents will be asked to pick up their child immediately. They will be asked to attend a re-entry conference at the conclusion of the suspension date as well. A formal conference may be scheduled with the parents, child, teacher, and principal to develop an Academic or Behavioral Plan as well.

PARENTS ROLE IN ENSURING STUDENT SAFETY:

Student safety is and must be an entire school community effort. Please do your part to ensure the safety and welfare of our children and assume responsibility for the following:

- **Know what your student is bringing to school in his/her backpack.**
- **Always enter our school through the main entrance/front door and sign in at the main office.** Don't be surprised or offended if you are asked to show your driver's license or asked to return to the office to sign in again.
- **Always have your visitor's badge visible to see by students and staff.** Please understand if you do not have one on you will be asked to go to the office to sign in. This is for the safety of all students and children at the school.
- **Help police our school.** Every adult in our school should be wearing a visitor sticker. If they are not, introduce yourself and ask who they are here to see, why, and if they knew the policy of checking in at the office.

- **Talk to your child about school and the walk home regularly.**
- **Help your child become a problem solver.** Many times kids lack the communication skills to be effective problem solvers. Help them brainstorm solutions to playground woes and empower them to ask for help if they need it.
- **Call when there is a concern, rumor, or question.** Over communicating is better than not saying anything at all. Your help can increase our ability to identify and solve problems.
- **Drive with extra caution around the school.** Drop off and pick up will take 10 minutes. Allow for this time in your schedule and do not rush to get out of the parking lot. Students should only be picked up or dropped off from the round-about curb. Your child should not be running through cars in the parking lot. If you are going to park, come and get your child and be their escort.
- **Encourage your child to be an advocate for what is right.** Encourage him/her to use his/her voice and to tell an adult at school when there are problems.
- **If you plan on walking or driving your child to school please do not bring dogs or animals on to school grounds.** Although we all love dogs, it is a safety concern, as we do not know how any dog will react when 50 or more students come running up to pet and touch your dog. Thank you for keeping you dogs and other animal in the car or at home when you drop off or pick up your child.

