

# SOPRIS ELEMENTARY SCHOOL

## Parent-Student Handbook

2014-2015

1150 Mount Sopris Drive  
Glenwood Springs, CO 81601  
<http://ses.rfsd.k12.co.us>

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**Kathy Whiting, Principal**  
**John Trinca, Assistant Principal**  
**Denise Abate, Assistant Principal/ELD Coach**



Students Experiencing Success

Dear Parents:

Welcome to Sopris Elementary School, home of the Eagles! We are looking forward to another successful year. We are honored that you have chosen Sopris Elementary School for your child's learning experience. It is very exciting to be a nurturing partner with you in your child's learning and growth.

We invite you to become a partner in your child's education. Your active involvement at Sopris Elementary School and at home demonstrates the importance of school and education to your child. We invite you to visit, volunteer, and/or participate in classroom and PIE (Partners in Education) activities so you can see the great nurturing and learning that takes place at SES.

Education takes everybody's involvement; the future depends on it. Please, do not hesitate to contact us at school with your questions, comments, or concerns. Working together, we can be assured that our Students Experience Success as they **SOAR!**

### **OUR VISION**

Sopris Eagles SOAR to excellence!

### **OUR MISSION**

Sopris Eagles will \*SOAR to Excellence by collaborating with home and community. We will educate, inspire and build character in every child to be life-long learners and caring, active citizens.

### **OUR POSITIVE BEHAVIOR EXPECTATIONS**

We expect our students to follow our Sopris Elementary SOAR to Excellence behavior goals. Check out the posters in our hallways, classrooms, cafeteria, etc. that help kids know how to SOAR at SES.

**S:** *Stay Safe*

**O:** *Own my Behavior*

**A:** *Achieve Success*

**R:** *Respect All*

### **SCHOOL HOURS:**

8:10 a.m.: First Bell  
8:15 a.m.: Tardy Bell  
3:30 p.m.: Dismissal  
2:00 p.m.: Wednesday - Early Release

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## ***I. Administration:***

### ***LEGAL DOCUMENTATION***

Under Colorado State Law, schools may not deny access of a child to a parent unless there is a court order on file at the school. If such documentation has been established, it is important that it is on file here at school. Should you have any questions, please contact the Principal.

### ***STUDENT RECORDS***

Student educational records may contain, but will not necessarily be limited to, the following information: identifying data, attendance data, academic work completed, level of achievement (grades, standardized achievement test scores), scores on standardized intelligence, aptitude, and psychological tests, teacher or counselor ratings and observations, interest inventory results, health data, family background information, and reports of serious recurrent behavior patterns.

All requests for inspection and review of educational records, and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by laws, shall be maintained as a part of each individual's records (such request/inspection record shall be made available to the parent of eligible student upon request).

## ***II. Parent Information:***

### ***ATTENDANCE/ABSENCES***

Colorado State Law requires that all children of school age regularly attend school. Children are required to bring a written excuse for absences or tardiness to the office the immediate day following the absence. By attending school regularly, and being on time, your child can make the most of his or her educational opportunity. Excess tardiness or absences may require a letter to be sent home or a conference to be held to address this issue.

We make the effort to make a home contact when children are absent to assure his or her safety. If you know that your child will not be attending school, please call the office between 7:30 a.m. to 9 a.m. It is also important that we have a current phone number on file for this reason.

Parents will be notified by auto-dialer of each unexcused absence at 10 a.m. When a student accumulates 4 unexcused absences, a conference is to be held with the parent, student, teacher, and principal concerning the child's progress in class. When a student accumulates 10 unexcused absences during a school year, the principal may convene a meeting with the teacher and the parent/guardian. If, in the opinion of the principal, the student's absences have interrupted the learning process to a degree where the student will be unable to achieve at the next grade level, he/she shall recommend retention.

### ***CHECK IN/CHECK OUT***

All students (and visitors) are required to check in and check out at the main office. Teachers will expect students to have a pass and parents to have a 'Visitor' sticker. Please enter through the front door if late or checking back in to school.

### ***DUE PROCESS RIGHTS***

Roaring Fork School Board Policy - It is the policy of this Board to provide due process of law to students, parents, and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

## **EMERGENCY AND INCLEMENT WEATHER PROCEDURE**

In the event of severe weather or emergencies, the decision to close school will be based on student safety. Our school district phone number for closure information is **384-6075**. Information will be broadcast over KGLN, KMTS, KSPN, KISS and COMCAST Cable in Glenwood Springs, KDNK in Carbondale, and Denver Channels 4 and 9.

If the district decides to close school after students arrive, we will try to notify all parents by phone. We will also keep all buildings open as long as necessary to evacuate all students safely. If it is necessary to evacuate buildings in an emergency, students will be moved to a safe location and parents contacted. **Parents can help by making sure we have current home, work, and emergency phone numbers and make sure their child knows what to do and where to go if dismissed early.**

## **LOST AND FOUND ARTICLES**

Please write your child's first name and grade (teacher name would be awesome!) on the inside of all outerwear including hats, coats, etc. Lost articles are taken to the lost and found area outside the gym. Items not claimed within a reasonable time will be given to charity. Items of value (i.e., phones, wallets, etc.) are taken to the office to be claimed..

## **MEDICATION**

Any child who must take medication during school hours must bring the medication in the original labeled container. Please request a *Medication Permission Form* in order for medication to be administered to the student. We must have a parent and physician signature to administer prescription and nonprescription medication. A bulk supply of Tylenol (acetaminophen) is kept by the school nurse ready to distribute to a child in need. A separate Tylenol permission form must be signed yearly.

## **MESSAGES**

Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in extreme emergencies. If it is necessary for you to leave a message for your child, it is important that calls are received at the school office prior to 2:30 p.m. to assure delivery of the message to the child.

## **REGISTRATION AND TRANSFERS**

All students must be registered in the school office prior to the first day of school. Students registering for Kindergarten must be five years of age on or before October 1st. If a student is withdrawn from Sopris Elementary, the child's new school will send a release of records to Sopris Elementary. At that time, the student's records will be forwarded to the child's new school.

## **REPORTING TO PARENTS**

Reporting to parents will be accomplished in two ways. Parent/Teacher Conferences will be held on November 7 and February 13. Report cards will go home at the end of each quarter. Report cards and conferences will share the latest information about your child regarding academic and social growth. Included will be current assessment results and comments regarding your child's progress.

## **SCHOOL VISITS**

We encourage your visits to school. It is through first hand experience that you can really come to understand and appreciate the educational program provided for your child. We recommend, however, that visits to the Kindergarten be deferred for several weeks. This allows the kindergartners to make a smooth adjustment to school. Also, we feel that your visit will be more enjoyable for you if you are not accompanied by preschool children. Small children tend to become restless and are often distracting to the pupils in class.

Please notify the office when you are in the building. If you are volunteering, please do not forget to log your volunteer time. Please remember all volunteers must be fingerprinted for a background check. The office can provide the necessary information for you. If you are interested in visiting your child's classroom, please contact your child's homeroom teacher directly.

### ***III. Resources:***

#### ***FAMILY RESOURCE CENTER***

The Family Resource Center (FRC) is the best place to ask questions about services in the area. We believe a safe and strong school begins with healthy, happy children. The FRC provides information, referral services, and coordination for the following:

- \* Food and clothing banks
- \* Physicians, dentists, eye care, and mental health services
- \* Tutoring, recreational, and enrichment activities
- \* Alcohol and drug prevention groups
- \* Parenting classes, child care, and after school activities
- \* Financial assistance as needed

This year, Sopris Elementary School will be provided full-time support from the Family Resource Center. We look forward to even better meeting our kids' and families' needs this year!

#### ***FEES***

Each child at SES will be assessed a \$15 fee for technology purposes. This fee goes towards the purchase of Ipad covers, mouse pads, printer toner, software subscriptions, Ipad apps and other consumable items that are needed in the area of technology during the school year.

As classes/grades go on field trips and other activities, a fee will be assessed to help cover driver and fuel expenses as well as other expenses included with the specific trip.

#### ***MONTHLY NEWSLETTER***

Sopris Elementary School monthly publishes a newsletter which includes important dates, activities and information about the learning taking place at SES. Thank you for taking the time to browse the newsletter so that you can help stay engaged with the exciting things going on at SES. Many grade levels publish weekly and/or monthly newsletters as well.

#### ***SCHOOL SUPPLIES***

Grade-level supply lists were sent home in the spring and will also be sent to local retailers in Glenwood Springs for parent convenience. They are posted on our web site as well. This list may vary each year according to the various projects planned. Throughout the year, teachers may send home a request for additional supplies for projects as they occur.

#### ***WEEKLY ENEWS FROM THE PRINCIPAL***

Please check our website for information to sign up for the Principal's weekly enews. It contains handy information about weekly happenings as well as updates for events such as picture days, concerts, etc.

## ***IV. Student Expectations:***

### ***ATTIRE***

Students are expected to dress and groom themselves neatly and take pride in their appearance. In the case of any student dress or grooming that is inappropriate or a disturbance to the classroom, parents will be notified. Hats and articles of clothing with drug/alcohol/scary symbols are not allowed in the building. Please assure that your child is dressed appropriately for snow or cold weather. All outerwear should be labeled clearly with your child's name and grade. If your child rides the bus, it is recommended that outer clothing and/or backpack contain reflective material.

### ***BEHAVIOR***

In order for our school community to learn, live and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school and each class has established realistic and reasonable guidelines for students to follow. We ask that parents and students read the Roaring Fork School District's established policies which are sent home at the beginning of each school year. The best method to avoid behavior problems is to recognize and praise positive behavior. However, we believe that mistakes can be valuable learning experiences. We will provide strategies for and encourage students to solve their own problems when appropriate. However, constant behavior that disrupts the educational process or infringes on the rights of others will not be tolerated and may subject the student to corrective measures.

#### ***Character Traits***

This year, Sopris Elementary School along with RFSD, will begin focused attention to the following character traits: Perseverance, Enthusiasm, Executive Skills, Teamwork and Compassion. More information will come home in our monthly newsletter with our monthly focus and what that trait looks like. We feel that when kids are focused on exemplary character traits, they will strive to meet those expectations every day and be more prepared for the future.

#### ***Terrific Kids***

This is a collaborative program between the Glenwood Springs Kiwanis Club and Sopris Elementary. Each month, we will recognize students who exemplify our new positive character traits.

#### ***Wowzers***

Students are recognized weekly by any staff member for their great behavior based on our **SOAR** principles (Stay Safe, Own My Behavior, Achieve Success, and Respect All).

### ***BICYCLES, SKATEBOARDS, ROLLER BLADES, AND TOYS***

Children may ride bicycles, skateboards and roller blades to school as long as they adhere to safety regulations, park them in the designated areas, and do not ride them on the school grounds. We urge parents to equip their child's bicycle with a lock to help prevent damage or loss.

We discourage bringing toys to school. This includes iPods, Game Boys, etc. We cannot assure their safe return if they end up missing. Dangerous-looking or disruptive toys are not allowed on school grounds.

### ***BUS RULES***

Bus schedules are published in the local newspaper and the district web site prior to the beginning of the school year. Teachers have copies of the schedules and will help the children with any questions they may have. Please review the bus rules and regulations with your child. These are included in the District Handbook in this folder. For any concerns, you may have with busing, please call the Transportation Department at 384-5980.

Occasionally a student will miss their stop. If your child does not get off the bus and you were expecting them, please call 384-5980 first and then call the school if necessary. The driver will return to that stop or the bus barn with the student. Often the driver knows before the school does and will radio the transportation office, and they will call you (another reason to make sure we have a current phone number to reach you).

The parents of any student who has been reported for misbehavior on the bus will be notified in writing. The second misbehavior during the current school year will cause the student to lose the privilege of riding the bus for one week. If the student commits a third infraction, the Principal will suspend the student's bus privileges and refer the matter to the School Board for determination of bus privileges.

## **CAFETERIA**

Breakfast, lunch, and milk/juice are available for children in our cafeteria. Menus are sent home in our monthly newsletter and on the RFSD website. All students will be required to eat in the cafeteria. We encourage parents to recommend to their children that they eat all their lunch so that they can gain a well-balanced and nutritious meal. Parents are welcome to join students for lunch. If eating school lunch, we do ask that you call to reserve a lunch so that we may add it to our count. Please call before 9 a.m.

The computer and accounting system in the lunchroom makes it easy to track student expenditures. Each student's picture is on their account; this will help ensure that the account stays accurate. Also, each child will be given a 4-digit number to enter, and the lunchroom can access the account. If your child uses funds from their account for a la carte items, we must have a signed note from the parent giving permission to do so. If you do NOT want your child eating breakfast, please call the cafeteria (384-5428) and let them know.

**Free and reduced lunch is available through the school through the state of Colorado. Please fill out and return forms at the beginning of the year if your family may qualify.**

Questions regarding the school lunch program can be directed to our school's Lunchroom Manager, Garilea Binegar (384-5428), or the District Food Service Manager, Michelle Hammond at the District Office (384-6007).

## **CELL PHONES**

Students are to keep cell phones and other electronic devices in the OFF position and in their backpack during school hours, SES is not responsible for the loss of any electronic device.

## **GENERAL STUDENT REGULATIONS**

The following rules are listed for your information:

- The use or possession of tobacco, alcohol, and drugs on school property is forbidden by State Law.
- As a safety measure and in accordance with state law, the following are not permitted at school: fighting, guns (real or toy), B.B. shot or other ammunition, firecrackers, matches, lighters, knives, or other weapons.

## **SAFETY AND WELFARE**

Every effort will be made by the school staff to safeguard the safety, health, and welfare of all pupils. Parents can be of great assistance to the staff by reinforcing the efforts in such areas as:

- Cautioning children about talking to and/or interacting with strangers.
- Teaching your child the safest and most direct route to use in traveling to and from school or the bus stop.
- Insisting children follow the directions of the bus driver.
- Review the rules of common pedestrian safety.
- Use sidewalks and crosswalks when available.
- Look in both directions before crossing the street.
- When walks are not available, walk on the left facing vehicular traffic.

- Snowball or rock throwing is not permitted on the school grounds, at bus stops, or on the way to or from school.
- Knives or other sharp instruments are not permitted in a child's possession at school.
- Pets are not allowed on school grounds unless approved by administration.
- If an unauthorized pet is on school grounds, children need to avoid the animal.

### ***SPECIAL EVENTS***

Many of our children attend district sports events and assemblies. We ask that parents help us emphasize to their children that we expect them to behave in a manner whereby we can be proud of them. When they attend such events, they represent Sopris Elementary School to everyone in attendance. We expect our students to exhibit good sportsmanship, fair play, and common courtesy. Student behavior at special events is a reflection upon the parents and the school. Through your cooperation, we can be proud of them and their actions.

### ***STUDENT INSURANCE***

The district does not carry medical insurance on the students. If you wish to purchase insurance, the district offers information on an accident plan that may be purchased at the beginning of each year.