

Student Handbook

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<http://legacyes.stvrain.k12.co.us/>

St. Vrain Valley School District
www.svvsd.org

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OFFICE STAFF

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LEGACY ELEMENTARY'S VISION

Through our work and commitment, Legacy Elementary will be a learning Community where our resources are collaboratively devoted toward increasing student achievement creating a place where everyone is excited to learn and values a safe supportive environment.

SCHOOL HOURS:

The start and end times are as follows:

9:00 a.m. to 3:40 p.m.
[First bell at 9:00 a.m., Tardy Bell 9:05 a.m.]

Since there is no before school recess, students should plan to arrive at school *no more than 5 minutes before the first bell at 9:00*. Students should be in their classrooms by the time the tardy bell rings at 9:05. Excessive tardiness will lead to action by the attendance officer.

At the end of each school day, students will be expected to load busses or begin their walk home as soon as they are dismissed. School is dismissed at 3:40pm. Parents need to have their children picked up as soon as possible. All students should have left the school grounds within 5 minutes. **The office closes at 4:00pm.**

Kindergartners are scheduled to attend either full day Monday & Wednesday and Friday a.m. (9:05-11:35) OR full day Tuesday & Thursday and Friday p.m. (12:00-3:40).

CHECKING OUT A STUDENT EARLY:

Students who must leave school early need to be picked up and signed out by the parent or parent's designee (phone or written permission and photo I.D. required) in the school office. For all students' safety and security, we expect all adults to check in at the office and NOT to go directly to the classroom. We do not call a student out of class before the person signing him/her out arrives at the office.

VISITING:

Parents are encouraged to visit or volunteer! All visitors and volunteers must sign in at the Office and wear an identification tag. When volunteering, make arrangements with the teacher or department beforehand.

During the school day, we ask volunteers to *not bring younger children* because it detracts from student learning. We have multiple volunteer opportunities to include work that could be done from home and in the evenings. Students are NOT allowed to bring school-aged visitors under any circumstances.

TELEPHONES:

Telephones are reserved for school business. In the event of unforeseen circumstances and emergencies, students may use the telephone. During the school day, cell phone use by students is prohibited. If students bring cell phones they should be turned off and left in the student's backpack.

MESSAGES:

Messages for children should be kept to a minimum. Parents need to **communicate** with their child of **after school arrangements before attending school** to avoid interrupting classroom instructional time. This is a good time to use the student planners or contact the child's teacher by email. When children know of upcoming events and changes it reduces anxiety. In the event that unforeseen changes are made, messages will be delivered; students will not be called to the phone.

ATTENDANCE:

It is important for students to attend school everyday that they are healthy. Our goal is an average daily attendance of 96%. To meet this goal an individual student could be absent up to nine days during the school year. After excessive absences a meeting with the principal to discuss academic, social, and/or emotional progress will be required.

Content is taught in sequence, requiring the understanding of each concept in the order of its presentation. It is impossible for a child to completely make up a day's learning even though the missed assignments have been completed. The discussion and activities that take place in the classroom are as important as the written material. Parents are encouraged to schedule appointments and trips outside of school time.

Elementary School Level

Steps for unexcused absences may include administrative conferences, detention, make-up time, parental contacts, and involvement of District-level Prevention/ Intervention efforts.

Make-up work for excused and unexcused absences, including suspensions, shall be provided for any class unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school.

In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. **Students who accumulate 3 unexcused tardies shall be issued one-half day unexcused absence.** Parents/guardians shall be notified of all penalties regarding tardiness. Tardies include being signed out before the end of the school day.

Excused Absences

The following absences may be considered excused:

A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis.

A student who is absent for a prearranged extended period due to physical, mental or emotional disability.

A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

The following may be considered excused absences at the discretion of the principal or designee:

Serious illness or death in the family.

Family emergencies or hardship.

Family vacations. While highly discouraged, such excuses must be prearranged with the school administration. Contact the principal about the possibility of having the absences excused.

Religious observances when requested by a parent or guardian.

Absence required by a legal body or social agency.

The District may require suitable proof regarding the above exceptions, including written statements from a health care provider.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving unexcused absences shall be notified orally or in writing by the District, District designee, or building staff.

Parents/Guardians shall be required to provide an explanation for student absenteeism either in writing or orally. **Absences not explained within two days of returning to school shall be recorded as unexcused** absences unless unusual or extenuating circumstances exist as determined by the building administrator.

Because students under age 17 must fulfill the requirements of the compulsory attendance law, they will remain in the class regardless of the number of unexcused absences. **The minimum number of unexcused absences (days) a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) unexcused absences (days) in any one month or ten (10) unexcused absences (days) during any school year.**

The principal or designee will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues. Regardless of grade level, the following actions will be taken if a student's unexcused absences reach the levels identified:

After 3 unexcused days – a general letter of concern will be sent to parents/guardians requesting a conference with school officials.

After 6 unexcused days – a second letter will be sent indicating that the student has violated Board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.

After 10 unexcused days – a letter including a reference to the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.

In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

MAKE-UP WORK:

All students are expected to make up school work because of absenteeism.

Students with excused absences will be granted a reasonable amount of time to complete make-up work—generally two days for each day absent.

Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee.

Students with prearranged absences must make arrangements prior to the absence for completing make-up work.

LIBRARY:

Students have the opportunity to check out books from the Legacy School Library. Students must return previously checked out books before they will be allowed to check out new selections. Students are responsible for books they check out. If a book is misplaced, lost or damaged, the student will be asked to pay for a replacement. The Saint Vrain Valley School District's Library Material Policy states that the school will withhold the student's last report card until all library materials are either returned or paid for to the school.

COUNSELING:

A certified teacher with specialized training works in the school to provide general lessons on learning and behavior skills and to provide support to students with specific needs or concerns. Any student may visit the counselor if a concern arises. Ongoing counseling requires parent permission.

HOMEWORK:

Students are expected to read each evening. Teachers assign homework related to the learning objectives of the class and the needs of the student. Parents are encouraged to see that homework is completed.

HEALTH OFFICE/ DISPENSING MEDICATION:

School District employees are not allowed to dispense prescription or over-the-counter medication without written consent from the parent and signed directions from a physician (forms are available in Office).

ILLNESS & INJURY:

Basic first aid is administered in case of illness or injury. If illness or injury prevents a student from participating in class, *every effort is made to notify parent or emergency contacts*. If the injury is severe and a parent cannot be reached, local ambulance and emergency medical technicians are called.

SNACKS / FOOD IN CLASSROOM:

Individual classroom teachers may designate a regular snack time during each day. Students should bring healthy food such as fruit or cheese & crackers. Students are allowed water bottles.

HOLIDAY CELEBRATIONS:

Fall, Winter, and Spring Celebrations are incorporated into the learning of the classroom. Numerous celebrations take place at the end of the day and after school to celebrate as a school community.

BIRTHDAYS / PARTIES:

Please notify the teacher in advance. Unless all children in a class are to receive party invitations, we do not allow invitations to be passed out at school.

FIELD TRIPS:

Trips away from school may be planned to extend student learning. CHILDREN MAY NOT ATTEND A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP. Parents, accompanying the trip, will be allowed to ride buses IF space is available. Only 2 parent volunteers per class will be allowed to ride the bus with their student's class.

RECESS:

Recess is scheduled as a regular part of the school day. As a general rule, if your child is too ill to participate in recess, s/he is too ill to be at school. Occasionally, children are allowed to stay inside only with a signed request. A weather monitoring station is used to monitor temperature and wind chill. The principal (or designee) determines when it is unsafe for students to be outside. Please pay attention to weather forecasts to help us ensure that, ALL CHILDREN COME TO SCHOOL PROPERLY CLOTHED FOR OUTSIDE RECESS.

The factors taken into consideration for indoor recess are: current weather conditions, student clothing (How are they prepared?), change from the morning, playground conditions. For example, In February, when it is calm but only 30 degrees with a light snow children may go out, but in October when kids come in shorts and the weather takes a turn we may call indoor recess. Because of the short length of grade level recesses, they are at that teacher's discretion except in extreme weather cases. Students may be limited to the blacktop, or asked to keep off the grass. Once a decision is made, we attempt to keep it consistent for the whole lunch period because of scheduling. If your child has a cold and must stay inside, please send a note to your child's teacher.

DRESS GUIDELINES:

According to School Board Policy JICA: "The following items are not acceptable in school buildings, on school grounds, or at school activities:"

Any clothing or accessory that presents a reasonable threat or hazard to the safety of others in a school environment, e.g., sharp jewelry, some chains, etc.

Sunglasses and/or hats worn over the eyes inside the building.

Clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

Students are required to wear appropriate footwear to ensure the safety and health of the student and others while on District property.

Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

Refer to drugs, tobacco, alcohol, or weapons are of sexual nature

By virtue of color, arrangement, trademark, or other attribute denote

affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students are obscene, profane, vulgar, lewd, or legally libelous threaten the safety or welfare of any person otherwise disrupt the teaching-learning process may be considered harassment or offensive to an individual in any manner *Incidents of inappropriate dress are handled individually.*

TOYS / VALUABLES:

Children are asked not to bring toys, electronic devices or other items to school unless specifically requested by teachers. The school is not responsible for toys or other valuables.

WEAPONS / DRUGS / ALCOHOL / TOBACCO:

The St. Vrain Valley School District has specific policies prohibiting weapons, drugs, alcohol, and tobacco at school. Possession, using, or selling of these items will result in suspension from school and may lead to expulsion. "Toy" weapons should not be brought to school. *Disciplinary action will be taken if a child "pretends" to have weapons, drugs, alcohol or tobacco.* Students have the duty and responsibility to immediately report any item listed above. This duty and responsibility includes physically bringing or calling to the attention of a staff member or administrator an item found on or near school grounds. In such instances, a student will not be disciplined for turning in an item, which was found. However, discovery of an item by school personnel in the possession of a student or involvement in the transmission of an item from student to student will be grounds for detention, suspension, or expulsion.

DISCIPLINE EXPECTATIONS:

Students are expected to show respect for self, respect for others, and respect for property. As a positive behavior support school, Legacy focuses on the "LEGACY 3 AND ME": RESPECT, RESPONSIBILITY, and SAFETY. In order to educate the whole child we will be teaching specific social skills that will give students the tools they need to learn and grow. Parents will be informed of behavior infractions as they occur.

Failure to follow school guidelines and district rules may result in loss of recess or other privileges; restitution, repair or cleaning up; removal from the classroom, work or play area to another supervised location, in-school suspension, out-of-school suspension, or expulsion. **State Law:** Any student who repeatedly does not follow the rules of the school will meet with his/her teacher and the principal. If this is not successful in correcting the behavior, a conference will be held with the child and parents to develop a plan to remedy the problem.

At Legacy we have multiple discipline structures in place. There are components: to help students learn appropriate positive behaviors, to have students reflect on behaviors and inform parents, and to ensure student's safety.

Students are encouraged to exhibit good behavior. Students are actively taught guidelines for behavior through the Legacy Traits. The acronym Legacy to stand for: Listen actively, express yourself respectfully, Go for your goals, Accept Responsibility, You are a leader. All teachers are provided lessons that they may use to reinforce the behaviors. As a reward, students are nominated by classmates and then invited to attend monthly luncheons with the principal.

Discipline is a team effort. As a component of learning, students fill out reflection forms. These reflection forms are an opportunity for students to review minor behavior infractions and understand the effects of their actions. At times, teachers and staff members will send these home for parental signatures. The purpose is to inform home and to demonstrate the learning that occurred.

In cases of serious behaviors (such as fighting, threats, or bullying) there are more serious consequences. These consequences are enforced with compliance with the Saint Vrain Valley School District Code of Conduct. You can view the Code of Conduct on the St. Vrain Valley web site at www.svvsd.org as board policy JICDA. Levels of consequences used in school include: Recess detentions, Out of class placement, In school suspensions, Out of school suspensions, and in extreme cases, expulsions.

We view cooperation from home as the cornerstone of our discipline plan's success. Our hope is to provide you, parents and caregivers, accurate information as soon as possible about behaviors requiring attention through notes, phone calls, or email messages.

HOME - SCHOOL COMMUNICATION:

The weekly "take-home" folder is a primary means of communication. It is sent home every Thursday and should be returned on Friday. As much as possible, school communications will be sent on Thursdays (e.g. newsletters, announcements, etc.) We have set up procedures to more paperless methods of communication, such as email. We ask that you keep the office updated with current email addresses.

Third, Fourth, and Fifth graders will use student planners. The student planner is sent home to keep track of learning that is taking place, and provide another opportunity for parent teacher communication.

The parent call out system and email is used to remind families of upcoming special events. A monthly calendar is available at the Legacy Elementary website: <http://legacyes.stvrain.k12.co.us/>

Teachers have direct phone extensions and voice mailboxes that they check at the beginning and end of the workday. The Legacy Website contains teacher extension numbers and the Legacy Facebook link.

If questions arise, please feel free to directly contact the teacher, the office staff, or the principal.

LOST & FOUND:

Children's personal belongings such as coats, hats, mittens, backpacks, and lunch boxes should be **labeled** with the child or family's name. Lost & found is located in the main hallway.

For health purposes, lost and found is cleaned out once each trimester. Labeled items are returned to the students while unmarked, unclaimed items are donated to a charitable organization. We will send reminders home before lost and found is cleaned out.

LUNCH:

A lunch / lunch recess period is provided for all students. It is expected that students will stay at school and eat in the cafeteria. Students may bring a "sack" lunch or purchase a hot lunch. Milk is available separately for purchase. Lunch prices are:

Lunch: \$2.75 Milk: \$.50

Students may pay for one lunch at a time but it is preferred that students bring checks for multiple lunches.

Lunch money is collected each morning in the classroom and the Cafeteria Cashier makes deposits into computerized, individual student accounts. Students are notified when they have one lunch remaining. Only in case of emergency may a child charge a lunch. We encourage paying for lunches in advance. A la Carte items are also sold daily for cash; the school limits how many items a student buys. Children must have permission to charge a la carte items against their account. You can deposit money directly into your student's account through the district website.

CAFETERIA BEHAVIOR GUIDELINES:

1. Students are to respond politely to adults supervising the cafeteria. Students are to behave as they would in a restaurant or at home.
2. Students are to walk at all times in the cafeteria, keeping hands and feet to themselves. Students are to wait in line, talking quietly.

3. Once students are seated, they are to remain in the same seat until dismissed. If the student has a need or problem, he/she should raise his/her hand and wait for adult assistance.
4. Students may talk to those seated nearby. Conversation should not be so loud as to be understood by those at other tables. Acceptable noise level will be determined by the cafeteria supervisors and indicated by a signal (lights, raised hand, etc.)
5. Students are to use the restroom before lunchtime. If a student needs to use the restroom during lunch, s/he may ask a supervisor for permission to use the restrooms on the main hallway.
6. Food is to be kept on the tray or in the mouth. Food is to be eaten in the cafeteria; food is not to be taken to the playground.
7. Students are responsible for keeping the cafeteria clean. Teachers will develop a rotation for wiping tables.
8. The supervisor will dismiss students. Students are to go directly to the playground. Students will be allowed adequate time to eat.

GUIDELINES FOR BEHAVIOR BEFORE AND AFTER SCHOOL

BUS RIDERS:

Children are expected to be at their bus stop no more than 5 minutes prior to pick-up time. Children are expected to go home immediately and directly after drop-off. Children may have assigned seats on the bus and are expected to follow district rules of bus conduct, and keep their bus passes with them which will be distributed at the beginning of the school year.

Proper bus behavior is to respect other riders and allow the driver to transport the riders safely. No large items are allowed on buses; this includes skateboards and large projects.

At the beginning of the school day, students are to exit their bus and WALK directly to their exterior classroom / entry door.

After school, bus riders are to walk, from their classroom door directly to the parking lot and onto the bus.

WALKERS:

Walkers should follow pedestrian safety rules: staying on sidewalks and crossing streets at corners or crosswalks after looking both ways, and following the direction of the crossing guards. Walkers should use sidewalks or pathways and WALK directly to their exterior classroom / entry door.

After school, walkers should use sidewalks and pathways. Walkers are to leave the school grounds immediately and go directly home or other location PRE APPROVED by their parent.

DROP-OFF / PICK-UP STUDENTS:

Students who are being dropped off / picked up should go directly to or from their exterior classroom/entry door. Designated areas are to be used for drop-off only. Any parent who needs to enter the building must park.

No parking or stopping is permitted along the east side of Eagle Blvd when dropping off or picking up students. It is a significant safety hazard to allow children to cross through traffic on Eagle Blvd to parked cars on the east side of the road. Parking on the east side of the road creates an unsafe situation by forcing traffic down to one lane. Police officers will ticket people for parking violations. When using the drop off loop do not double park to drop off or pick up students.

BIKE & SCOOTER RIDERS / SKATEBOARDERS / ROLLERBLADERS:

All "wheeled conveyances" may be used as far as school sidewalks where they must be walked / carried /

removed.

Bikes must be adequately locked. Traffic safety rules should be followed. National Safety Council recommends that children under the age of nine not ride bikes to school. Skateboards and roller blades may be kept in coat closets. Bikes, scooters, skateboards, and roller blades will be disallowed if used in a manner that endangers the rider or others. The use of motorized vehicles on school property is PROHIBITED.

ALL STUDENTS:

There is no recess / playground time before or after school.

Students are not allowed to make phone calls from school to make after school arrangements.

GUIDELINES FOR BEHAVIOR ON THE PLAYGROUND

At the beginning of each school year students will be taught multiple games that can be played on the playground and informed of the expectations for playground behavior. The following are the Legacy playground guidelines:

1. Students are to engage in constructive activities on the playground.
2. Students are to remain on the playground during any recess or outside activity. Students are not to go into the parking lot, street, or neighboring areas. (Supervisors may direct & observe retrieval of balls.)
3. Students are to play in areas designated by classroom teachers or playground supervisors. Students may not go past the drainage on the West or past the edge of the grassed park on the South. In wet/muddy weather, students may be asked to play on blacktop areas only.
4. Students are expected to solve disagreements in ways other than fighting and use "I messages".
5. For health and safety reasons, students are expected to wear appropriate clothing and shoes while on the playground.
6. Activities not allowed on the Playground (for safety reasons) are:
 - Fighting, Hitting, Kicking
 - Tackle games of any kind
 - Baseball (hardball)
 - Jumping from swings or platforms
 - Gymnastics
 - Dodgeball
 - Climbing up slides
 - Sliding or swinging tandem
 - Climbing fences or backstops
 - Sliding on ice or down snowy slopes
 - Throwing snowballs, rocks or other dangerous objects
 - Crack the Whip, Red Rover, Horse or Chicken Fights, "Dares"
 - Sitting on top of playground structures
7. Students should inform a playground supervisor if they have a problem or if anyone is hurt or doing something dangerous.
8. A playground supervisor can remove any student from or stop any activity, which s/he feels is dangerous or inappropriate.
9. Students may not enter the building without permission.

GUIDELINES FOR BEHAVIOR IN THE BUILDING

1. Students are expected to solve disagreements in ways other than fighting, arguing, or disagreements.

2. Students are expected to treat others respectfully. Students will not use abusive language, tease, threaten, harass or bully others. Students should keep hands and feet to themselves (no hitting, kicking, etc.)
3. All teachers, paraprofessionals and other staff members are to be treated respectfully and courteously by students.
4. All text and library books and other instructional materials used by the student are his/ facilities, halls, walls, etc. The student is expected to keep all such items in good condition; restitution will be required for items that are lost or are deliberately damaged or destroyed.
5. Students must remain on school premises after arriving at school.
6. Students are not allowed in the building more than 5 minutes before their session begins.
7. Students should bring only items directly related to classroom activities. Toys and sports equipment are not to be brought to school. The school will not be responsible for personal items brought to school by the student.
8. Students are expected to put coats and hats in coat closets/areas.
9. Students are to WALK on the RIGHT side of the hallway. Students should walk in a single file line when with a class. Students should be respectful and quiet in the hallways and restrooms. Students should not touch hall walls or items on them.

GUIDELINES FOR LEGACY AFTER SCHOOL FUNCTIONS

Students attending any after school functions, such as the Trick or Treat Festival Concerts, or Curriculum Nights, must be accompanied by a parent/guardian unless otherwise specified on permission forms.

Emergency Closure Information

Announcements will be made over major, local radio and TV, and on the Internet. Keep in mind that Legacy is part of St. Vrain Valley Schools (NOT Weld County Schools.)



