

# Bayfield Primary School



# Family Handbook

Amanda Holden, Principal  
2018-2019

# BPS FAMILY HANDBOOK

## ●Attendance

### -Absences

If a student is going to be absent or arrive later than 8:00, it is critical for a parent or guardian to call the BPS Attendance Line, 970-884-0881 by 8:30 a.m. Please include the following information in your voice message: your name, student's name, grade & teacher, and the reason for the absence. Since school attendance is mandated by law, the school will contact the home unless we hear from you. If at all possible, make every attempt to schedule doctor and dentist appointments before or after the school day, as this tends to take away from a student's learning time.

Colorado Compulsory Attendance Law (CRS section 22-33-104) denotes "habitually truant" as ten unexcused absences in a school year. If a student is habitually truant, the District must adopt an Attendance Improvement Plan:

- a) Goal of the Plan is to assist the child to remain in school.
- b) Should try to develop the Plan with participation from the child's parent, HOWEVER, the Plan must still be developed even if the child's parent fails to cooperate.

Please note, continuing in the 2018-2019 school year, BPS will no longer give out perfect attendance awards.

### -Tardies

**If a student arrives after 8:00 a.m., they need to stop at the office and get a tardy pass.** If they don't check in at the office, they might be marked absent.

Please help your child develop good attendance habits. Most classes have math and literacy scheduled first thing in the morning. It is very difficult for the teacher to provide individual instruction to a child who is consistently late. Important directions and overviews are also shared at the beginning of the day which prepare students for various transitions during the day. The training and discipline that a student receives from being on time is critical to their success in school now and the future. Habits developed in elementary school often carry over into middle school and high school. Students must be on time. Please help our students make this a priority and help your child minimize his/her learning disruptions. If your child is late to school, it really sets him/her off for a rough beginning of the day routine. When your child is on time, he/she has a much smoother transition to the school learning environment with the rest of his/her peers. Thank you for your support and commitment to bringing your child on time to school every day!

### -Make-up Work

It is helpful for parents to contact the teacher when their child is absent and arrange to pick up homework. This permits the parents to assist the child at home in completing work so that they may keep up with the rest of the children in the class.

### -October Count

During the days between 9/26-10/10, it is very important that your child attends school and his/her attendance is recorded. These are the days the Colorado Department of Education records students' attendance and bases funding on a per pupil count for BPS. In other words, the higher the count, the higher the amount of State of Colorado funds that will come into BSD & BPS. Please do not schedule vacations, medical or dental appointments at this time.

### ● Bad Weather Plan

When the weather prevents students from safely waiting outside on their playground, our Bad Weather Plan will be activated. The decision to have students indoors versus outdoors is made by the office staff based on the weather report and the current conditions. We believe that students benefit from playing outside, even in the cold weather, so always plan on outside recess. As the weather changes throughout the day, we will reassess.

### ● Birthdays

We celebrate student birthdays at BPS by announcing each student's birthday during morning announcements for all to hear. An office staff member also greets each student with a birthday sticker and pencil while the student sits in the birthday chair outside the main office.

### ● Buses

Riding the school bus is a privilege. Improper conduct on the bus could result in the privilege being denied. Only regular scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses, by the playground, as soon as they are dismissed from school. We provide supervision after school until the Bayfield School District (BSD) buses leave.

Riding the school bus home with a friend requires a signed permission note from the parent of the guest rider AND an BPS office staff member. The note is to be given to the bus driver when boarding the bus. Please bring a signed note to the office the morning of your ride, so we can get the necessary signature in a timely manner. If you do not have the proper signatures, your child will not be allowed to ride the bus.

### ● Outside Technology Devices

In addition to being an interruption to the learning process, our experience has shown that such devices have a high chance of being lost, damaged, or stolen if brought to school. If parents allow their child to come to school with their cell phone, and it is seen in use, it will be confiscated by a staff member and parents will need to make arrangements to come to school to retrieve it. I-Pods and other electronic devices are not allowed at school. The school is not responsible for lost or stolen items.

We understand that parents might want their students to have a phone, Apple Watch or other technological device for communication – and to keep track of a busy child after school! We would like to support your communication.

If a student has a phone at school, it should always be turned off and out of sight/sound during school hours. This includes all school activities and field trips. BPS will not investigate nor be held liable for inappropriate use of, damage to, theft of, or loss of any and all electronic devices.

- If a device rings, vibrates or is in use during class, it may be confiscated and brought to the administration.
- If it is the **first offense**, the student may reclaim the phone at the end of the school day from the classroom teacher. Infraction is logged as a warning in the main office (Warning Slip). Teacher calls home.
- Upon the **second offense**, parents will be notified and a parent will need to reclaim the phone from the office. Infraction is logged in the main office (Warning Slip).
- Upon the **third offense**, parents and student will meet with Ms. Holden to discuss the disruption to the learning environment and additional consequences. Infraction is logged in

- main office (referral). Administration calls parents.
- Further or repeated offenses may result in additional discipline.
  - Students are reminded that use of technology, during school hours may result in discipline at school if it interferes with school safety or academic integrity. This includes but is not limited to texting, social media and email.

### ● Closed Campus

For the protection and safety of students, Bayfield Primary School (BPS) has adopted a closed campus policy. This means that a student may not leave the school grounds during the school day unless the parent comes to the main office to sign out their child. The office will call the classroom and have the child meet the parent at the office. This policy is for the protection of the students.

### ● Custody Issues

Custody issues are some of the most difficult situations for a school to handle. If there are custody issues, the school needs to have a copy of current court approved documentation which shows who has custody of the child(ren). If we do not have court papers, either parent has access to the child. Please make the school aware of any custodial situations promptly, so we can help avoid additional stress and upset for your child.

### ● Dogs

With the exception of service dogs, **no dogs are allowed on school grounds**. We have several children with severe animal allergies, and some of our students are afraid of dogs. Since the safety and well-being of our students is extremely important to us at Bayfield Primary School, we ask that all dogs remain at home when you are visiting BPS.

### ● Field Trips

Individual classes plan field trips. These are educational in nature and sometimes represent a reward for positive behavior in the classroom. Notification is sent home to parents. Parents must sign the note and return it to school indicating that the child has permission to participate in the field trip. Children may NOT go on a field trip without signed permission. The cost of field trips will be paid by parents, however, if finances are a hardship, please contact the office for assistance.

### ● Friday Folders

Every student at BPS has a Friday Folder which is the main vehicle for communication between the school and your home. These Friday Folders come home with your child every Friday. Please look for these in your child's backpack, and return them to school on the following Monday to be reused again for the next week. You can also send notes back to the classroom teacher via these Friday Folders. These Friday Folders bring home important information, so watch for them!

### ● Health Services

#### -Immunizations

ALL students entering BSD schools must show proof of immunization status upon registration.

Medical, religious, personal exemptions and proof of immunity are allowed in Colorado. Parental and/or physician signatures are required.

## -Keeping Your Child Home

The beginning of any infectious illness is usually the time it is most likely to spread to others. This is also the time your child is probably feeling unable to participate in class. In order to keep everyone healthy, we ask that you observe the following BSD guidelines and keep your student home if they exhibit any of the following:

- o **Fever, vomiting or diarrhea:** Your child should remain home for 24 hours after symptoms end.
- o **Colds / respiratory viruses:** Keep your child home at the beginning of a cold. This is also the time when one is infectious and least likely to feel well enough to participate in class. When s/he feels better and no longer has a persistent cough, it is permissible to return to school.
- o **Strep throat:** Your child may return to school after taking the antibiotic for 24 hours, and feeling better.
- o **Chicken pox:** Your child should stay home until there are no new lesions and all existing lesions have scabbed over.
- o **Eye:** Bacterial and some viral eye infections must be treated by a health care provider before the student returns to school. If antibiotic therapy is prescribed, the student must remain home for **at least 24 hours after treatment has begun.**
- o **Open sores on skin:** All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ring worm, scabies, and other fungal, bacterial or viral skin infections.
- o **Generalized skin rash:** Any student with an undiagnosed skin rash must consult a health care provider for diagnosis and/or treatment before returning to school with a note from the health care provider.
- o **Head lice:** Your child may return to school only after treatment.

*A student will be sent home from school if s/he has any of the above conditions and/or has a temperature of 100°F or more axillary, forehead, temple, or tympanic. BSD currently uses the tympanic method.*

## Medications in School

Bayfield students may receive medications at school according to the following procedure:

- o Medications may not be in the personal possession of students.
- o For all prescription and non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing a completed Medication Administration Authorization form, which is to be signed by both parent and physician.
- o A new form must be signed and submitted for each new prescription medication, non-prescription medication or dosage change. Authorization forms must be completed each year.
- o Medications should always be delivered to the health room staff or office staff by an adult.
- o Prescription medication supplied by the student's parents or guardian must be in a properly labeled bottle dispensed by a pharmacy.
- o Non-prescription, "as needed" medications must be in the original labeled container. The bottle should also be labeled with the student's name.

- o It is the responsibility of the parent to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another school. At the end of a school year, school staff will dispose of all unclaimed medications.
- o Parents may always come to school and administer medication to their child.

### ● Homework

Current research does not support the effectiveness of lengthy, daily homework assignments. All students at BPS should be reading a minimum of 15 minutes nightly.

### ● Lost and Found

If you lose something, report it to your teacher. You should always check the lost and found table in the main hallway. These items are retained for a period of time before being given to a charitable organization. Please mark ALL clothing and lunch bags/boxes with your child's name, both first and last name with a permanent marker.

### ● Lunch/Breakfast

Hot breakfast and lunch are available each day. The cost for each meal including milk is determined each year by BSD's Nutrition Services Department. Please utilize [www.schoolcafe.com](http://www.schoolcafe.com) to set up payment and/or register for meal assistance.

Students bringing their own lunch may purchase milk, juice, or water if they would like.

At the beginning of every year, all students eat lunch with their classrooms. As the year progresses, students may earn the privilege of sitting with other students from their grade level.

Students are dismissed following a twenty minute period in the lunchroom. This is enough time for most students to eat. If more time is needed, exceptions are made on a case-by-case basis.

### ● Library

If a student loses or damages a book, he/she is responsible for the replacement fee. If the book is found, within a reasonable amount of time, replacement fees will be returned. We welcome parent volunteers to help re-shelve books throughout the year and to support class checkout times. Students may not check out books if the account holds any overdue material.

### ● Newsletters

Effective communication is essential for building school-family partnerships. To keep families informed, class or grade level newsletters will be sent home on a regular basis to keep you informed of what is happening in class as well as important events. Newsletters are often sent in Friday Folders or by email. If you receive an email version of the classroom newsletter but wish to have a hard copy in your Friday Folder, please let your teacher know. If your email changes, please be sure to let your child's teacher (and the office!) know. Thank you for taking the time to read class newsletters carefully and making note of important event dates.

### ● PBS (Positive Behavior Support)

The Colorado Department of Education defines school-wide PBS as a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students. The purpose of the Colorado School-wide Positive Behavior Support Initiative is to establish and maintain safe and effective school environments that

maximize the academic achievement and behavioral competence of all learners in Colorado. Major components of the PBS matrix include:

- o Positively stated expectations for all students and staff,
- o Procedures for teaching these expectations to students,
- o A continuum of procedures for encouraging demonstration and maintenance of these expectations.

	Classroom	Hallways	Bathroom	Cafeteria	Playground
<b>Safe</b>	-Walking feet -Hands and feet to self -Use supplies safely	-Walking feet -Go only where I need to go	-Walking feet -Wash your hands with soap	-Walking feet -Hands and feet to self -Raise your hand if you need to get up	-Listen to adults -Play on the equipment correctly -Use personal space
<b>Respectful</b>	-Listen carefully while others are speaking -Raise your hand -Take turns -Follow the "Wolverine Rule"	-Voices off -Respect personal space -Listen to the adult	-One person per stall -Eyes to yourself -Flush -Use indoor voice	-Say please and thank you -Use indoor voice	-Take turns -Be a good sport
<b>Responsible</b>	-Follow directions and routines -Do your best work -Be a problem solver -Clean up after yourself and others	-Hands and feet to self	-Be quick and quiet -Use one paper towel and put it in the trash	-Clean up after yourself -Follow directions -Eat your lunch	-Put away recess gear -Line up quickly and quietly
<b>Kind</b>	-Be helpful -Share -Include everyone	-Be helpful -Smile	-Wait your turn to use a stall or to wash hands	-Be helpful -Include everyone	-Be helpful -Include everyone

● **Playground**

Each playground is supervised by BPS staff from 7:40 a.m. to 8:00 a.m. in the morning and from 3:00 p.m. to 3:15 p.m. in the afternoon. Parents are welcome to drop off their children at 7:40 so that their children can play on the playground prior to the morning bell ringing.

## **-Injuries**

Students should report injuries to the adult in charge of the activity whether on the playground at recess or while in the classroom. We have adult supervisors on duty at all times with approximately 1-75 student ratio at recess, per BSD practice.

## **-After School Playground Protocol**

In the past, we have had some difficulty with safety and inappropriate behavior during *unsupervised times* on the playground. As a friendly reminder, supervision on the playground and school grounds is not provided during Back-to-School-Night, parent/teacher conferences, or after school hours. BPS is not responsible for altercations that may happen on school grounds after school hours. Recognizing that the school playgrounds are central to the development of community, we don't want to discourage their use.

## **●Recess**

We allow many opportunities for parent involvement at BPS. One area we like to see students grow social/emotionally without parent involvement is the playground/recess. If you are at BPS volunteering, or visiting for lunch, please do not accompany your child outside for recess. These unstructured settings allow for great learning opportunities that build resilience in children.

## **●Report Cards**

Reporting of grades and student achievement to parents is accomplished in two ways:

1. parent/teacher conferences (in fall and in spring) and
2. standards-based report cards for all BPS students

Students receive report cards following the end of each grading period.

Teachers will keep in close contact with the home, and it is our hope that you will contact us should you have any concerns or questions. Parents are notified by the classroom teacher when students are having difficulty.

Every year parent teacher conferences are held in both fall and spring. However, parents may contact the teacher at any time during the year to make an appointment to check on their child's progress. Individual teachers may schedule "goal" setting conferences.

## **●Safety and Security**

**\*Entering the building:** For security reasons, all visitors to BSD schools must enter through the main door at the front of the building (east side) and check in at the office. It is necessary to sign in and get a badge, which must be worn and visible at all times you are in the building. Once you have been cleared by the office staff, you will be "beeped" into the school. All doors are locked during the school day except for the main door on the east side of the building.

**\*SRO:** Our School Resource Officer (SRO) is Officer Chris Tonge of the Bayfield Marshalls Office. Officer Tonge visits our school frequently to work with traffic control before and after school, to assist and advise us during our safety drills (fire, bad weather, evacuation and lock-down drills), to develop a good relationship between our students and the Bayfield Marshall's Office, and is simply available to assist us should any needs arise. Don't be surprised to see a police car parked here. It's all part of our security program!

## **●Safety Drills**

Per BSD policy, safety drills for the children are held once a month. We practice fire, lock down,

and lock out drills in the event of an emergency.

### ● School Closures

Under all but the most extreme conditions, school officials have a responsibility to keep school in session. When the weather is bad, but school is open, parents must make a family decision regarding attendance or late arrival for their children. A call to the school attendance line will excuse a student's late arrival or absence during these conditions.

When weather is severe enough to close schools, it is **extremely important that working parents have pre-arranged child care available to them**. It is very important that parents make these arrangements now, since the weather is unpredictable. School closures are announced on BSD's website at

[www.bayfield.k12.co.us](http://www.bayfield.k12.co.us). You will also get an automatic alert message by phone/text/email.

### ● School-Home Conflict

From time to time a problem may arise between the parent and the school. **The principal requests that you discuss problems with classroom teachers first** as most conflicts can be resolved with open and honest communication. If another point of view is needed, the principal is available to facilitate problem solving.

### ● SAAC (School Accountability Committee)

School Accountability Committee (SAAC) is the accountability committee which reports to the District Accountability Committee (DAAC). This team represents the staff, students, parents, and community members of BPS in addressing school policies, concerns or change efforts.

The principal is responsible for the final decisions that are made at the building for all committees and groups. Therefore, the principal will provide district and educational input that will support the SAAC in making the best possible decisions for our students.

It is through the local SAAC that community involvement in educational improvement is encouraged. The School Accountability Committee gives input to building level goals. Membership on the SAAC consists of the principal, parents, school staff and non-parent community members. The BPS SAAC Team is open to all parents and community members. All are welcome!

Along with the principal, SAAC reviews:

1. School budget and gives input to the district budget process
2. School and district data
3. Review and examine research which focuses on BPS's achievement, equity and goals.

### ● Special Education

The Special Education Department of Bayfield Primary School includes special education teachers, a social worker and/or psychologist, a speech and language specialist, an occupational therapist, a physical therapist, and a nurse. We serve a wide range of students with disabilities including speech and language needs, mild to moderate learning disabilities, autism, physical disabilities, behavioral challenges, and/or significant cognitive disabilities.

Bayfield Primary is an inclusive school which means services are provided within the general education environment whenever possible, and primary responsibility of students with disabilities

is with the classroom teacher. Our special education department works closely with teachers and parents.

We have a strong emphasis on direct, sequential, multi-sensory (visual, auditory, kinesthetic) instruction. We provide individual and small group support to ensure appropriate progress. We collaborate with classroom teachers to create individualized accommodations and modifications to enhance learning. Our methods of working with students are research based and determined by individual student need, and their responses to intervention (RtI).

### ● Students Leaving School Early

If your child needs to leave school during the day, you will need to come to the office to sign your child out. Parents will wait at the office while a staff member calls the classroom to have your child sent to meet you. If he/she returns before the school day is over, you will need to sign your child back in or he/she may be marked absent. Please let the teacher know ahead of time if your child will be leaving school early.

We will NOT dismiss your child(ren) early with anyone other than a parent, unless the parent has contacted the school first. Just because a person is listed as an emergency contact for your child, does not allow them to take anyone early, unless we have received permission from the parents beforehand.

### ● Telephone

Students may use the phone in the office only in case of an emergency. Students are not called to the phone during the day unless it is an emergency. Please consider the necessity and urgency of phone calls to your child during the day. Please make sure children are clear with their after school plan prior to coming to school. Students are not permitted to use the phone to call to see if they can play at a friend's house after school.

-Parent Messages: Please make sure to call before 2pm, as it is hard to guarantee that we are able to deliver the message.

### ● Testing Information

State and district mandates require student assessment to measure academic achievement. Several district tests are used to assess proficiency.

Parents will receive information about the assessments prior to the testing date. The assessments are important in that they are used to assess and develop school goals and as a basis for the state generated School Report Card.

### ● Visitors

All visitors and volunteers at Bayfield Primary are required to enter through the front door of the school building and check in with the main office before going to classrooms or making contact with a teacher or student. This is part of our District and school-wide security policy. All visitors and volunteers are asked to sign in on the sign in sheet at the office. Visitors and volunteers will then be issued a BPS Visitor or Volunteer Badge. This will help with the security of the building during the school hours. If you don't have a badge on, don't be alarmed if a staff member stops you in the hall and asks you to check in at our front office. It's part of our safety and security

measures. Failure to check in properly could subject you to ejection from school property.

Occasionally, students ask permission to bring a cousin or friend to school who is visiting from out of town. School policy prohibits students from bringing friends and relatives to class. Our classrooms are crowded, and it's difficult to prepare extra materials for additional children.

### ● Volunteers

Volunteering in schools is a wonderful, beneficial experience that rewards not only the students and the teachers, but also the volunteers themselves. It provides an opportunity to create positive relationships and support schools in succeeding in their overall goal of student achievement. Please contact your child's teacher directly to set up a volunteer opportunity.

