

Federal Heights ELEMENTARY SCHOOL



Student and Parent Handbook 2021-2022

Federal Heights Elementary School
2500 W. 96th Avenue
Federal Heights, Colorado 80260
720-972-5360

Attendance Line: Phone #720-972-5377
Visit our website: [Link](#)

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:00 a.m. - 3:30 p.m.): 720-972-5360

Fax Line: 720-972-5379

Attendance Line (available 24 hours a day): 720-972-5377

*Please call before 8 a.m. if your student will be absent or tardy.

Library: 720-972-5368

Health Office: 720-972-5365

Parent Liaison: 720-972-6988

Preschool: 720-972-6964/720-972-6965

Social Worker: 720-972-5371

Transportation: 720-972-4300



School Hours

Kindergarten – Grade 5

First Bell 8:00 am Tardy Bell 8:05 am

M, T, TH, F: 8:05 am – 3:00 pm

Wednesday (Early Release) 8:05 am – 1:45 pm

Delayed Start 10:05 am (end times remain the same)

Delayed Start (Wed-Early Release) Canceled – No School

If you arrive after 8:05 a.m., you are considered tardy.

Preschool

M, T, TH, F: AM: 8:05 a.m. -11:10 a.m. PM: 11:55 a.m. - 3:00 p.m.

No Preschool on Wednesdays

PEAK HOURS

M, T, Th: 2:30 p.m. - 5:30 p.m.

W: 1:45 p.m. - 5:30 p.m.

Federal Heights Elementary Events Calendar 2021-2022 School Year



<u>DATE</u>	<u>EVENT NAME</u>	<u>TIME(S)/NOTES</u>
AUG. 23	Preschool Orientation	Tentative
AUG. 16	Back to School Night (K-5 Students)	4:00 - 6:00 pm
AUG. 18	First Day of School (K-5 Students)	
AUG. 24	Preschool First Day of School	Tentative
SEP. 6	Labor Day	No School
SEP. 7	Assessment Day	No Regular Classes

SEP. 28	Picture Day	
OCT. 11-15	Book Fair	
OCT. 14	Parent Teacher Conferences	7:30am - 7:30pm - No School
OCT. 15	Teacher Workday/Comp. Day	No School
OCT.29	Trick-or-Treat Street & Fall Carnival	4:00-6:00pm
NOV. 9	Picture retakes	
NOV. 11	Veterans Day	No School
NOV. 22-26	Fall Break	No School
DEC. 17-JAN.3	Winter Break	No School
JAN. 14	Assessment Day	No Regular Classes
JAN. 17	Martin Luther King Jr. Day	No School
FEB. 16	Parent Teacher Conferences	7:30am - 7:30pm - No School
FEB. 17 & 18	Teacher Work Day/In-Service Day	No School
FEB. 21	Presidents Day	No School
MARCH 7	Class Pictures/Spring Individuals	
MAR. 15	Kinder & 5th Grade Cap & Gown Photos	No Retakes will be Scheduled
MAR. 21 - 28	Spring Break	No School
APRIL 25-29	Book Fair (BOGO)	
MAY 6	Assessment Day	No Regular Classes
MAY 13	Teacher Work Day	No School
MAY 19	Preschool Last Day/Celebration	Tentative
MAY 26	Kinder Graduation & 5th GR Continuation	TBD
MAY 26	Last day of School (K-5 Students)	



Section 1 ATTENDANCE & ACTIVITIES

Arrival/Dismissal

Staff is present to assist with the supervision of our students starting at 7:50 am. Staff will be available to assist with dismissal procedures at the end of each day for 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child. Students will not be released after 2:30 PM (M, T, TH, F) or 1:15 PM on Wed. The only exception: in case of emergency only. Please plan accordingly.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 3:00pm at the designated pick up location. Students are released through outside classroom doors.

Breakfast is served in our cafeteria daily from 7:50 a.m. to 8:05 a.m. Students can enter the doors on the north side of the school at 7:50 a.m. through the cafeteria doors.



Student Drop Off

- The building will open for student access at 7:50 am students will access through the cafeteria for breakfast or through any of the other 5 main school doors.
- Students who wish to grab breakfast must enter the school through the cafeteria doors.
- Parents/guardians will remain in vehicles when dropping off (and picking up students). Please use the hug-and-go lane in front of the school, and do not leave your vehicle.
- Parents/guardians who walk their child(ren) to school will be asked to drop them off and pick them up near the five main entrances of the school.
- Parents will not be permitted *to* walk their child *to or* from class if parked in the hug-and-go lane.

Student Pick Up

- Please use the parking lot as you will not be able to leave your car unattended in the hug and go lane.
- Hug and go lane is for parents who will be remaining in their car, and do not need to pick up a student (K-2) at their door. Cars in the hug and go lane **MUST** have the driver in at all times!!!
- Students Kindergarten-2nd grade must be picked up by a parent/authorized adult*, or authorized older sibling(s) from their classroom exterior door. Students in 3rd, 4th and 5th grade do not need to be picked up by an adult, unless that specific request has been made. They will be dismissed from their classroom exterior door.

**Authorized adult- the individual is authorized in our system for student pick up (see*

the office to add additional individuals for student pick up)

Attendance - Reporting Absences

Attendance Line: 720-972-5377

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy.

Prompt and daily attendance is extremely important to your child's education and academic achievement. At Federal Heights Elementary School, we highly value healthy daily attendance.

All Absences – “Excused” and “Unexcused” – Are considered as **absences**: Any day your student does not attend school is an absence. **Excused** absences include:

- Observance of a religious holiday or service that is recognized as such by members of the student's faith
- Death in the family
- Subpoena by law enforcement agency or mandatory court appearance
- Other student absences beyond the control of the parent or student, as determined and approved by the Principal or Principal's designee
- Pre-arranged absences with administrative approval

Families are responsible for helping students get their missed assignments from their teacher on the day they return to school. Students will have make-up time equal to the number of days absent to complete all assignments, unless another arrangement is made with the teacher. Please make these arrangements with the classroom teacher (translators are available for doing this through our parent liaison).

Unexcused Absences

- All absences, which have not been specifically identified as excused, are unexcused absences.
- Students cannot have more than **10 unexcused absences** in a school year or **4 in a month**. For the safety of your child, please be sure to call in or email all absences before 8:30 am. Please refer to the Attendance Intervention chart below for more information on supporting students' attendance.

Truancy

Students who habitually miss school due to unexcused absences and/or excessive tardies/early releases could be considered truant. Truancy proceeding is a legal action taken by the school board in order to ensure that all students are in school.

Attendance Intervention Chart

Phase I Acceptable or Low Risk 3-5 absences (excused or unexcused)	Phase II Medium Risk 6-10 absences (excused or unexcused)	Phase III High Risk 11 or more absences
Parents will receive an attendance reminder	Parents will receive an attendance letter from an administrator. Parents may be required to start and sign a school attendance contract.	Student will be referred to the Office of Intervention Services. Student may be referred to truancy court.

Family Vacations

Family vacations are not automatically excused absences. Arrangements for make-up work should be prearranged through the classroom teacher and the absence may not necessarily count as an excused absence.

Bicycles and Scooters

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents. We appreciate your support in this matter!

Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Communication

We value strong home/school communication and have a number of ways that we try and keep families informed.

- A school newsletter will be sent home monthly
- Every student receives a "Friday Folder" once a week filled with great information, graded work, community flyers, etc. Please check it and clean it out *every* week.

An email and/or auto dialer will be sent home to communicate and remind parents of important dates and events. Please make sure to keep your email address and telephone number updated through Infinite Campus so you receive these important messages. We try to send all communication home in Friday Folders each week, but on occasion, it may be necessary to send home other notes and memos. Please check with your child each day to see if there are any additional notes that came home that day.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student's teacher

In addition to the school newsletter, individual classroom teachers will also be sending home communication on a regular basis. Although teachers have telephones located in their classrooms, they have been directed to keep their ringers turned off during instructional time. If you want to reach your child's teacher, you may do the following:

- Call the classroom teacher and leave a voicemail. Teachers check voicemail before and after school, and over their lunch break.
- You may call the office, and they will deliver messages to your student's teacher at the end of the day.
- You may call the classroom teacher before or after school.
- If you need an interpreter to speak with your student's teacher, please call or email our parent liaison at **720-972-6988** so that you may communicate in a timely fashion with your student's teacher.

You may also reach your student's teacher via email. Your student's teacher will provide you with their email address, and you may email them at your convenience. You may expect to hear back from them within one business day.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 8:05 a.m., a parent/guardian must sign them in at the front desk.

Enrollment

- **New** enrolled students must enroll at their home school. Please contact the main office or the registrar to obtain and complete an enrollment/registration package.
- **Returning** students will need to have their information verified online through the Parent Portal found at <https://ic.adams12.org/campus/portal/adams12.jsp>. If you need access to a computer you can use one in our school.

Field Trips

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip.

Health Issues

Our goal is to help students be in class, everyday, ready to learn; however, sometimes illness or chronic health issues can make this a challenge.

- If a child becomes ill during the day, the health aide will care for that child until a parent or other authorized (must be on emergency card) adult can arrive. We call the first contact on the emergency card and if they cannot be reached we will continue to contact the emergency contacts listed on your student's card in the order you have provided. We request that the ill student be picked up within an hour of the call.
- All parents must have emergency plans established to care for ill children.
- If a child gets hurt during the day, the health aide will make attempts to inform the parent of any injuries that are considered significant (e.g. a bump to the head, visible marks, bruising, etc.)
- Make sure that every child you have enrolled has a current Health Form on file/on line and please inform the school of any health changes.
- Medication can be given to students at school when the proper paperwork is received and in accordance with District Policy. . Please see the health aide.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.



Lunch

Lunch times vary by grade level. Please ask your student's teacher for more information.

Students may either choose a school lunch or pack a lunch. Information regarding school lunches is available at <https://adams12.nutrislice.com/menu/federal-heights>.

If you would like to apply for Free/Reduced lunch status, please use this link <https://www.myschoolapps.com/Application>. Families must reapply for free and reduced price school meals every year. Universal free breakfast and lunch will continue to be offered for the 2021-2022 school year.

Additional detailed information about Nutrition Services can be found at <https://www.adams12.org/departments/nutrition>, including current [menus](#), [meal prices](#), [free and reduced meal benefits](#), [special dietary needs](#), and [meal charge standard practice](#). You may also contact the kitchen manager at 720-972-5367.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the cafeteria. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. We do not allow students to bring toys to school. Teachers may have a special celebration which allows students to bring in a favorite game, stuffed animal, etc. In addition, please remember that at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind on school property.

PEAK Learning Center

The PEAK Learning Center offers invited students in grades 3-5 a comprehensive out-of-school time experience for approximately 15 hours each week. PEAK offers dynamic programming incorporating a mix of STEM activities, enrichment, recreation, and homework help. The Peak program runs 15 hours a week, Monday - Thursday.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets

remain off school grounds during school hours. We appreciate your cooperation with this request.

Problem Resolution

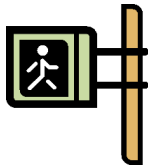
If a situation arises that causes concern that you would like support with, we suggest the following procedure:

- The parent(s) should schedule a conference with the teacher so the concern can be discussed and resolved. A discussion, in private, is generally the easiest and most effective way of dealing with matters of concern.
- If, after the conference, the parent(s) feel the situation is still unresolved, the parent(s) should contact the school administrator via the office.
 - o The administrator(s) will review the concern, talk with parties involved, review district policy, and take additional action, if needed, to resolve the situation.

***** Interpreters/translators are available for all conversations and written plans. *****

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.



Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:50 a.m. and picked up at 3:00 p.m. (1:45 on Wednesdays). Adult supervision is only available 10 minutes before and after these times.

Student Safety- Please help us keep students safe:

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the north side of the school.
- Avoid picking up or dropping off students in the parking lots.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

School Security System - In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located [describe location of button for school entry].
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Transportation

If you would like to find out if your child qualifies to ride a bus or you have any other questions about transportation please call the transportation office at (720) 972-4300.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time in your student's classroom, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school you must call the office ahead of time to let us know. For the 2021-22 we will continue to follow the safety and health guidelines outlined by the district regarding visitors in the building.

Volunteering

Federal Heights Elementary School offers parents many opportunities to become involved in school life. Regardless of your time availability, there's a task that's right for you. Volunteering provides a great way to learn more about your child, meet other parents, and get to know the school and faculty better while doing a good deed. Regular volunteers are required to complete the background screening program. Approved volunteers will be permitted to volunteer in the school and go on school field trips. You may not chaperone a field trip without background check approval. If you would like to just volunteer out of your home and not complete the background check that is fine, you will still be recognized for your time, but will not be able to volunteer on campus. Please speak with your student's teacher about opportunities to volunteer from home or contact our parent liaison. For the 2021-22 we will continue to follow the safety and health guidelines outlined by the district regarding visitors in the building.

Section 2 ACADEMICS

Instructional Model and Resources

Literacy

The instructional resource for Literacy, and the basis for the reading block is Mondo. The Gradual Release of Responsibility model is followed through the Read Aloud, Shared Reading, Guided Reading, and Independent Reading. For writing, teachers follow the district's Units of Study to plan reading instruction.

Math

The instructional resource for Mathematics is Everyday Math 4 (EM4). Teachers the district's Units of Study to plan math instruction.

ELD

Students who have been identified as ELLs (English Language Learners) will receive language instruction through a pull-out model. The ultimate goal is to prepare our English Language Learners to be academically successful participants in their classroom. Instruction will be differentiated based on student needs and language proficiency levels using the ELD district's units of study. For full District policy, please reference

<https://www.adams12.org/sites/default/files/uploads/documents/5275.pdf>

Homework

Homework is considered to be a time for skill practice, enrichment, and/or more in-depth attention to a given unit of study and can contribute greatly to the learning process, as well as healthy school habits for every student. The expectations, such as reading logs, will be explained to your student by the classroom teacher and sent home in writing.

Computer Enrichment at Home or Anythink Library

In order to support your student's learning at home please check our school website or use this link <https://federal.adams12.org/student-links>. Here we recommend the websites for you to use with your student on your home computer or one at a public library.

Section 3 Behavior and Discipline

Philosophy

We believe that all students want to be successful in the classroom and in life. Sometimes a student's behavior can distract themselves or others from achieving this goal. At FHE we work with each student to help them strive to achieve to the highest potential.

Positive Behavior Interventions and Supports (PBIS)

Panther Pledge/School Expectations

All day long as learners...

We will be **RESPECTFUL** towards others...

RESPONSIBLE for our actions...

and **RIGOROUS** in our learning.

We will be **CARING** classmates...

and make **SAFE** choices

...to be the **BEST** students we can be!

We have defined what each Panther Trait means for each environment within the school. This allows us to have clear and consistent expectations throughout the building.

When FHE staff observe a student following our behavior and academic expectations or demonstrating exemplary behaviors, specific praise (“Great job ____! That was very safe to do!”) is paired with a PAW. PAWs in combination with DOJO points are redeemed within students’ classrooms for rewards from the prize cart.

Positive Office Referrals

Students can earn a Positive Office Referral from staff members in the building for exemplifying our Panther Traits throughout the school year. Within a week, the student will be called down to the office by an administrator to be congratulated. Students then will choose from either a phone call home to inform parents or a special treat. Students will also receive a PAW raffle ticket.

Discipline

School discipline is a collaborative effort by parents, guardians, students and staff. FHE promotes positive behavior choices by recognizing students who engage in consistent positive behavior. We teach and model positive behavior following our five Panther traits **Respectful, Responsible, Rigorous, Caring, & Safe**. However, mistakes are a natural part of student growth. We help students reflect on errors in judgment and support them in learning how to make better decisions.

When students choose to demonstrate inappropriate behavior, the following procedures might occur:

- Verbal redirection/warning
- Refocus/Reflection form ****Parents must sign and return to school****
- Teacher Assigned consequence
- Parent Contact
- Office Referral ****Students are sent to the office****

Section 4

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District’s [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code

- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions