

Bill Metz Elementary



Parent/Student Handbook 2017-2018

Our mission is to inspire the pursuit
of excellence, one student at a
time.

**OUR VISION IS TO ACHIEVE EDUCATIONAL
EXCELLENCE BY PREPARING STUDENTS, PARENTS,
STAFF, AND COMMUNITY MEMBERS FOR THE FUTURE.**

Staff

Bob Webb – **Superintendent**

Gabe Futrell – **Principal**

Secretaries

Stephanie Klecker

Lupe Martinez

1st Grade Teachers

Jason Hinds

Kirsten Grasmick

Shayla Keeling

Heidi Stevenson

2nd Grade Teachers

Jacque McIlvenna

Amy Montoya

Antonette Reyes

Kimberly Stahle

Lucus Torres

3rd Grade Teachers

Jennifer Beckner

Elizabeth Haga

Sadie Paulson

Joelle vanWilligen

4th Grade Teachers

Elizabeth Garcia

Sabina Malouff

Rachael Torres

Colleen Vanderpool

Jocelyn Boyd *

5th Grade Teachers

Luanne Torres

Trent VanBibber

Cal vanWilligen

Angel Whitmer

Paraprofessionals

Ashly Arroyo

Tammy Gallegos

Heather Smith

Ericka Vollertsen

Custodians

Teresa Flores

Donald Romero

Food Service Director

Tami Sims

Behavior Interventionist

Josh Keeling

Counselors

Peggy Haslar

Kim Luitich

Nurse K-12

Briana Villagomez

Resource Teachers

Kellyn Ross

Christy Treinen

Title Teachers

Cathy Armstrong

Julia Lumsargis

Corin Romero

ELL Teacher

Jodi Rutherford

Librarian

Annette Montoya

P.E.

Brandi Barbosa

Vickie Welch

Music

Veronica Starcher

Alec VanHove (band)

Computers

Charles Losee

Art

Ann Logan

Extended Services

Leah Phelps *

Charlene Blankensop

Annie Henderhan

Peggy Manzaneras

Heather Salazar

Erline Wright

In an effort to reduce costs and limit paper consumption, many of the documents that you may have received are now on the Monte Vista School District web page. The Monte Vista School District discipline code and state requirements on school safety are posted on the Monte Vista Home Page at ww2.monte.k12.co.us. If you would care to help in our efforts in reducing paper, **please supply us with an e-mail address**. Some of the teachers may use e-mail to send home information. We do not share e-mail addresses with anyone outside the school. Please add your email address to the signature page on the back.

There are many forms that we ask you to complete at the beginning of each school year. Each form is important. Please take the time to complete and return them to the school. Also, please, go over this handbook with your child and be sure to sign the back page indicating that you have read the handbook. The handbook will be on the Bill Metz Elementary website (<http://bme.monte.k12.co.us/>) and the MVSD app. **The signature page needs to be returned to your son/daughter's teacher.** If you have any questions, please call at 852-4041.

IMPORTANT INFORMATION ABOUT SCHOOL

We encourage and invite parents to visit the school. For the safety and protection of all of our students, we do ask **all visitors to check-in at the office with a picture ID and wear visitor bracelets** before going to classrooms, lunch room, and playground. If you must check students out during the school day, please do so through the office. Teachers are not allowed to dismiss students directly from the classroom without notice from the office.

Teachers are on playground duty starting at 7:30 a.m. All students should **arrive at or after 7:30 a.m.** when we have supervision on the playground.

School Day 7:45 – 3:45 Tardy Bell 7:50am

Lunches	1 st grade 11:25-11:55	4 th grade 11:05-11:30
	2 nd grade 12:30-1:00	5 th grade 11:50-12:15
	3 rd grade 12:10-12:35	

SCHOOL BREAKFAST AND LUNCH

Breakfast will be served after the bell and will be at NO COST to any of our students. Lunches are \$2.40 per day for students and \$3.25 for adults. Reduced meals for 1st through 5th graders are free. Extra milk is \$.40. Students should pay the cafeteria directly for their lunches and milk Monday through Thursday from 7:30 a.m. to 1:30 p.m. in the cafeteria. The free and reduced-price lunch applications must be turned in no later than five days after school begins. Students will not be allowed to charge meals. The food service department sends letters home with students to notify parents when they are running low on their account but it is the parent's' responsibility to keep money in students' accounts.

CHANGE OF ADDRESS/PHONE

In case of emergency it is imperative that we have the correct address and phone numbers to reach parents/guardians. **If you move or have a change in your phone service please contact the school immediately so we can update our emergency information on Infinite Campus.**

SNOW DAY SCHEDULES

There are two possible snow day schedules:

1. No School.
2. A two-hour delay for the opening of school.

Please listen for announcements on the local radio stations between 5-6 a.m. when there is snow. You should also receive a call or text from the automated system informing you of the delay or cancellation.

EMERGENCY CLOSURE

The following procedures will be used if it becomes necessary to close school early for emergency or safety reasons:

1. An announcement will be made to the students and teachers.
 2. An automated system will call parents, guardians, or other necessary or concerned individuals giving information about the closure. Each teacher will be responsible to make sure his or her own class has made necessary calls or arrangements.
 3. Students who normally ride the bus will be bused if possible.
 4. Someone will remain in the school office until all students have departed the school grounds. Teachers should remain until all their students have been safely accounted for.
- If the above procedure does not work for your family, please notify the office in writing as to what procedure you would like us to follow in the event of an emergency closure.

AUTOMATED PHONE SYSTEM

The Monte Vista School District has purchased an automated phone system that is directly linked to Infinite Campus. The system will call or text you in cases of school closure, emergencies, student absences, etc. **You will need to make sure you contact information (phone and email) are up to date in order to receive these important messages.**

ATTENDANCE

Attendance is a critical factor in the academic achievement of students in all areas but especially in reading and math. The importance of regular attendance can not be overstressed during the four-day school week. **Children who miss instruction will fall behind their classmates. Make-up work does not make up for the instruction that your child misses when absent.** Please send your child to school regularly.

Children who are tardy and/or who are taken from school early also miss valuable instruction. Arriving late or leaving early by 15 minutes a day means that a child is losing 40+ hours of instruction over the course of the school year. Please help your child get to

school on time and try to schedule appointments after school or on days when students are not at school.

The District policy states that a student may miss no more than 10 days of school in a school year. Unless the absence is excused by a doctor or pre-arranged with the school's principal, no more than 6 absences will be excused in the 1st semester or 10 absences for the school year. If a student has 4 unexcused absences in one month or 10 unexcused absences in a year, truancy court proceedings may be initiated. We will send out a letter inviting you and your child to a mediation meeting in a few situations:

1. If a student has at least 3 unexcused absences in any quarter, or
2. 5 total absences (excused or unexcused) through the first semester of the school year, or
3. 9 total absences for the school year, or
4. Excessive tardies and/ or early pick-ups.

If your child is ill or will be absent for the day, please call the office at 852-4041 by 8:30 a.m. At 9:00 a.m. the automated phone system will make a reasonable effort to contact parents by phone. Also, please report cases of any child who has a contagious disease to the school nurse.

When you call the office, the secretaries will document the reason for the student's absence; however, they cannot excuse an absence, only the principal or the behavior interventionist may excuse an absence.

Make-up work will be provided when possible for absences. Please remember that make-up work does not replace instruction. It is the responsibility of the student to pick up any make-up assignments on the day he/she returns to the class. Parents may request make-up work to be received after 3:45 p.m. on the day of the absence. Please **call before 9am** to allow the secretaries the time required to gather the make-up work assignments.

METZ MESSENGER

Each week your child will bring home the Metz Messenger. This folder will contain the work that has been completed, a newsletter from the principal (first full week of the month), notes from the teacher, and any other communication that needs to be sent home. Please go over the contents of the folder, sign the form on the front, add any comments you may have, and have your child bring the folder back the next day.

SCHOOL CLIMATE

Creating and maintaining a safe and positive school climate is a top priority in Monte Vista where we have adopted the implementation of PBIS (Positive Behavior Interventions and Supports), CKH (Capturing Kids Hearts), and RP (Restorative Practices) as district-wide initiatives. Rather than a curriculum, the programs are frameworks that encourage positive behavior in students and staff by teaching, practicing, and affirming common behavior expectations. Each school has a Climate & Culture team that reviews school-wide behavior data and plans activities to maintain a positive climate

proactively. Bill Metz Elementary's acronym is ARRGH (Attitude, Respect, Responsibility, Greatness, and Honor).

MEDICAL INFORMATION

Be sure to complete the emergency information form that your student will bring home. We work very hard to make sure that all children are safe at school. However, should a medical emergency arise, we must have the information on the emergency card.

MEDICATIONS AT SCHOOL

Medications are rarely necessary for students during the school day. However, if under exceptional circumstances a student is required to take medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse designee can administer the medication in compliance with the following state and district regulations:

1. Written orders (the required form is available in all school offices and on the school website at the end of the parent handbook) from the student's physician must be on file for each and every medication stating:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Purpose of the medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be given in school
 - g. Possible side effects
2. The medication must be brought to school by a parent or guardian in an appropriately labeled container issued by the pharmacy or the physician.
3. An individual record will be kept of each prescription medication administered by school personnel. Medication will be stored in a clean, locked cabinet or container. Any exception (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

Medication cannot be administered at school without the proper authorizing paperwork. Please fill out the Permission for Medication form at the end of the handbook.

DRESS CODE

In order to maintain a safe and orderly school environment, we ask that you use the following dress code policies when sending your child to Bill Metz Elementary School.

1. Shorts, dresses, skirts or other similar clothing should be no shorter than mid-thigh.
2. Sunglasses and /or hats should be worn outside on the grounds only.
3. Students should not wear sheer, tight or low-cut clothing that bare or expose traditionally private body parts.
4. Tank tops or other similar clothing should have straps that are at least 1.5 inches (about two finger widths) wide.

5. Students should not wear any clothing or accessories that:
 - Refer to drugs, tobacco, alcohol, or weapons or are of a sexual nature
 - Any and all items that might denote gang membership
 - Sleepwear
 - “Saggers” and oversize sweatshirts
 - Any item which portrays or suggests violence
- * Please see the district dress code policy for other items which are not allowed.

NON-CLASS TIME

Students are required to go outside at recess and lunch hour unless they have a written note from their physician to remain inside for health reasons or are working with a teacher. **Students will not be allowed on the playground until teachers arrive for playground duty at 7:30 a.m.**

HOMEWORK

Teachers will be assigning a reasonable amount of homework depending on the age and grade of the students. Please help your child learn good homework habits by asking them daily if they have homework, providing a time and location for completion of homework, and checking for completion. Homework is provided as practice for skills that we are working on at school. It is a good idea to give your child some time to wind down from the school day before homework is undertaken. If you have any questions concerning the length and type of homework your child is bringing home, please speak with their teacher.

CURRICULUM

Our curriculum and materials are aligned to the Colorado Academic Standards. Occasionally some topics or resources within the curriculum can be controversial. If that is the case, we will follow school board policy IMB: Teaching about Controversial Issues and Use of Controversial Materials. Parents are always welcome to preview the curriculum resources (Policy IJ). Upon request you may come to school to view the material and/or resources. Teachers will send home permission slips with students before teaching about the issue so parents are aware and can remove their son/daughter from the class temporarily if desired. If students are removed, they will be given an alternative activity by the teacher.

TELEPHONE MESSAGES

Telephone messages will not be relayed to students during the day, unless it is an emergency. Due to the number of students enrolled and the disruption caused in the classroom, this service will be limited to EMERGENCIES ONLY. Please do not text/call your child’s cell phone during the school day.

Please send a note with your child when his/her afternoon procedure is different than the normal. Any student who needs to ride a bus, other than the one he/she rides regularly, MUST bring a signed note from the parents/guardians. Those without signed notes will not be allowed to ride a different bus. Students may only ride a bus if they fit the school district’s transportation policy (EEAA).

CELL PHONES & DEVICES

Cell phones are not allowed at school. If you feel that your child needs a cell phone after school, please have the child bring the cell phone to the office. The phone can be picked up at the end of the school day. Place the phone (turned off) in a ziplock bag with the child's name for safe keeping in the office until the end of the school day. If the phone goes off during school or the student is using it, then the teacher will give them a verbal warning the 1st time. If it happens again, then the teacher will confiscate it and turn it into the office for the parents to pick up. This includes watches and other devices that also work as phones.

SCHOOL SNACK, PARTY and EVENT, GUIDELINES and PROCEDURES

In accordance with the Monte Vista Public School District Wellness Policy, Bill Metz Elementary School has implemented guidelines to ensure nutritious foods and beverages at school. These healthy guidelines apply to school-sponsored events and fundraisers, snacks and classroom parties. Foods and beverages should be nutrient-dense such as fruits, vegetables and cheese. The MVSD wellness guidelines encourage healthy eating and physical activity in order to help students learn better. Quite simply, emphasizing good nutrition and wellness in general is good for our kid's brains.

At our schools, we offer the following healthy guidelines regarding foods intended for snacks, or foods to be shared at parties, celebrations, and school functions.

Snacks: We encourage fresh fruits and vegetables for our students. Snack time becomes an opportunity to promote healthy lifelong snacking habits. If your child has special needs for snacks, please speak with his or her teacher. Snacks are not provided by the school, but parents are encouraged to provide their children with a snack to make it through the long day.

Birthday Celebrations: If your child would like to give a small item to fellow students, please consider sending in cards, stickers, poems, erasers, pencils or flowers. Some students donate a book to our library. These are just a few ways we celebrate birthdays at Monte Vista Schools. Please save cupcakes, cakes, etc. for celebrations at home. When planning your child's celebration, please speak with his or her teacher. Each grade level will choose one day a month to celebrate birthdays so please talk to your son/daughter's teacher to see which day to bring in items to celebrate. This will help us minimize loss of instruction and we appreciate your help in this.

Classroom Parties: We want to support you in caring for our children's health! We ask that the school community members provide food and beverages that benefit our student's ability to learn and their overall well-being. Consider providing a fruit tray with yogurt dip for parties or vegetable or cheese trays along with other nutrient dense foods and sweets in moderation. Please speak with the teacher when bringing in food to be shared.

Classroom Rewards: Rewarding students with food is discouraged.

School Functions: Please support the student body (and their student bodies!) by bringing nutritious foods and beverages to all school functions and events.

Fund-raisers: Food items sold on campus must meet the minimum standards of the Monte Vista Wellness Policy.

BULLY PREVENTION AND EDUCATION

The Monte Vista School District has been moving forward with many positive changes in recent years. After an intensive analysis of the district in 2010 (CADI review), a team of leaders created a prioritized action plan that placed improving school climate as one of our top three priorities. We adopted Positive Behavior Interventions and Supports as a framework for defining, teaching, practicing and recognizing respectful, responsible and caring behavior. Each school in our district now has a themed behavior matrix and a PBIS team that strategizes and promotes these positive behaviors in every school environment (classroom, hallway, cafeteria, etc.). Each also has a discipline matrix and database for tracking major and minor infractions in order to intervene early when student behavior does not meet our positive behavior expectations.

In 2012, all staff received training in “Capturing Kids’ Hearts” from the nationally recognized Flippen Group. This has enhanced staff understandings of relationship building for both adults and students district-wide. Staff also received a refresher training in 2016. We received a grant that allowed us to collaborate with the Center for Restorative Programs in improving school/family connections. The counselors also meet as a team to ensure that developmentally appropriate social-emotional learning occurs across all grade levels.

Proactive strategies to reduce bullying are essential for maintaining a safe and positive school climate. The guidance curriculum at Marsh supports a school-wide theme of being a “Capable and Caring Community.” Bill Metz students have heard Isabella Griffin’s inspirational “Be a Buddy not a Bully” presentation for three consecutive years. Our secondary students heard Tina Meir, a national speaker on cyber bullying and bully prevention share her dramatic story of the dangers of cruelty. PBIS and counseling teams follow up so that message is internalized and continues to shape school culture. Both our middle school and alternative schools have active counselor-facilitated student committees working to address bullying and improve school climate as well.

The counselors are researching best practices for bully prevention in schools. One of the most current summaries is found in Signe Witson’s 8 Keys to End Bullying: Strategies for Parents and Schools. Whitson’s foundational key: **“Know bullying when you see it.”** It’s impossible to address bullying without knowing what it is and also what it is not. Whitson asserts that overuse of the term “bullying” for any negative behavior is interfering with a true understanding of this issue. According to a review of the literature, **bullying is clearly defined as having three elements: (1) intentionally aggressive behavior that is (2)**

repeated over time and (3) involves an imbalance of power. It is most often used to gain social status, to maintain power and control over another, and for peer attention.

Many types of conflict that occur in the normal course of human relationships result in negative or hurtful behaviors which must be addressed but in a different way and with different consequences than would be applied when a behavior is found to contain the three elements of bullying. Throughout the coming school year, we'll be emphasizing how to differentiate between bullying and other inappropriate responses to conflict such as being mean, rude or overly impulsive. We hope this effort will bring proper attention to the serious and harmful effects of bullying so that it can be addressed head-on without being confused with other unacceptable negative behaviors. We invite parents to contribute to the discussion so that everyone can deepen our understanding of this important issue and increase our repertoire of positive and proactive responses to either type of behavior.

* Please refer to policy JICDE for more details.

TECHNOLOGY

Students are using technology almost on a daily basis in schools today. We want to help them develop the skills they will need in order to be successful in tomorrow's world. Accidents can happen when handling technology; however, students can also sometimes damage technology on purpose. If this happens, as with any other school property, students and their parents will be charged to fix and/or replace the damaged equipment.

Title I Parent Involvement
Monte Vista School District
School-Parent-Student Agreement

Monte Vista School District and parents agree that this agreement outlines how the improved academic achievement of each student is a responsibility shared by the entire school community, including school district personnel, staff members, community members, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education). The agreement will describe the procedures and practices by which the school, parents, and students will build and develop a partnership that will help children achieve Colorado's high standards.

District Responsibilities

Schools will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Engage in high-quality professional development in order to provide increasingly more
- effective instruction.
- Follow curriculum that is systematically revised to reflect alignment with Colorado State
- Content Standards, Read Act, and Colorado Assessment Frameworks
- in English Language Arts (ELA), Math, Science, and Social Studies.
- Engage in effective, systemic, explicit, standards-based instruction leading to
- increasingly higher student achievement.
- Follow school-wide and diagnostic assessment processes for math and ELA that includes screening, progress-monitoring, and benchmarking to identify students who may need additional interventions to reach benchmarks.
- Provide small group and/or one-on-one prescriptive support (in-class or out-of-class) for
- all students with identified needs.
- Provide social emotional learning for all students in grades PreK-8.
- Provide Summer Academy for identified students who are recommended by their teacher(s).

Hold parent-teacher conferences once each semester during which student achievement will be discussed.

- Conferences will be held at least twice during the school year. Parents unable to attend during established times, will be contacted individually to set an alternative time for a conference.
- Dates of these conferences will be published on the district activity calendar on the District Website.

- Meet yearly with parents to discuss a Read Plan for students who have a significant reading deficiency. Meetings to be held prior to the end of the school year.

Provide parents with frequent reports on their children’s progress.

- Progress reports and/or Report Cards are sent home or discussed at Parent/Teacher conferences.
- Inform parents of all formal assessments.
- Communication is provided to parents regarding school activities.
- Personal telephone contact as needed.
- Spanish translation is provided for parents who speak only Spanish.
- Inform parents about accommodations planned and provided during PARCC/CMAS testing.

Provide parents reasonable access to staff.

- Conferences may occur at the request of parents and/or teachers by appointment at any time throughout the school year.
- Deliver telephone messages to teachers when not available for immediate contact.
- Hold a Fall Open House within the first month of the school year.
- Provide each parent with access to the Student/Parent Handbook at the beginning of each school year which includes all pertinent information.

Provide parents opportunities to volunteer and participate in their child’s class and to observe classroom activities

- Maintain an open door policy for parents to visit and/or volunteer in classrooms.
- Encourage and recruit parents to participate in the School Improvement Team or the District Improvement Team with public announcements.

Provide parents opportunities to be engaged in their child’s learning

- Invite and encourage families and their children to attend building level activities.
- Participate in school-based surveys.
- Participate in events that allow for student demonstrations of learning.

Parent Responsibilities

Parents will:

Support our children’s learning in the following ways:

- Ensure consistent and timely attendance and 8-10 hours of sleep at night.
- Participate in decisions relating to my children’s education.
- Stay informed, read and respond to school communication.
- Participate in my child’s education including visiting, participating and volunteering.
- Serve on or volunteer to help the School Improvement Team
- Support building based activities such as awards assemblies, classroom activities, academic and extracurricular events.

- Provide positive academic support including reading with your child, homework assistance, limiting electronic time, and increasing family time.
- Attend Parent/Teacher conferences and remain in contact with my child's teacher.
- Pick up homework assignments when my child misses school.
- Stay informed of student achievement through Infinite Campus when possible.

Student Responsibilities

Students will:

Share the responsibility to improve our academic achievement and achieve the state's high standards.

- Follow the school-wide expectations: Everyone has a right and responsibility to learn; everyone has a right to his/her personal space and property; and everyone has a right to be safe at school.
- Show respect to all teachers and school staff.
- Turn in completed assignments.
- Practice math skills and read daily.
- Work on study skills and study habits.
- Demonstrate responsible attendance.
- Complete and turn in missed assignments when absent.
- Maintain positive attitude.
- Participate in clubs, organizations, and activities when possible.

Additional Required District Responsibilities

Schools will:

- Inform parents of the school's participation in Title I, Part A programs, explain the Title I, Part A requirements, and their right to be involved in Title I, Part A program.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and in a language that parents can understand.
- Provide information to parents in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as possible.
- Work to ensure that a copy of the State Educational Agency's (SEA) written complaint procedures for resolving any issue of violation(s) of a federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

File: JLCD-E

Monte Vista School District
Permission for Medication

Name of student _____

School _____ Grade _____

Teacher _____

Medication _____ Dosage _____

Purpose of medication _____

Time of day medication is to be given _____

Possible side effects

Anticipated number of days it needs to be given at school _____

Date _____

Signature of Physician

It is understood that the medication is administered solely at the request of and as an accommodation to the undersigned parent or guardian. In consideration of the acceptance of the request to perform this service by the school nurse or other designee employed by the Monte Vista School District, the undersigned parent or guardian hereby agrees to release the Monte Vista School District and its personnel from any legal claim which they now have or may hereafter have arising out of the administration or failure to administer the medication to the student, side effects or other medical consequences of the medication.

I hereby give my permission for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

Date _____

Signature of Parent or Guardian

Note: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or physician stating the name of the medication and the dosage.

Bill Metz Elementary School
Signature Page
Parent/Student Handbook
2017-2018

Dear Parents:

Our mission is to inspire the pursuit of excellence, one student at a time!

Please sign below and return this page to your child's teacher.

Student Name: _____

Grade: _____

_____ I have reviewed the 2017-2018 Bill Metz Elementary School Parent/Student Handbook on the Bill Metz Elementary web site:
<http://bme.monte.k12.co.us/>

_____ I would like a paper copy of the School Parent/Student Handbook.

I understand that policies are subject to revision during the school year.

Parent/Guardian Signature

Date

Printed Name