

Bill Metz Elementary



Parent/Student Handbook 2015-2016

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
Kristin Steed – Early Childhood Coordinator

Secretaries

Lupe Martinez
Pam Trujillo

1st Grade Teachers

Jason Hinds
Shayla Keeling
Heidi Stevenson
Alejandra Velasquez

2nd Grade Teachers

Jacque McIlvenna
Amy Montoya
Antonette Reyes
Lucus Torres

3rd Grade Teachers

Joelle Blais
Shawn Brooks
Elizabeth Haga
Sadie Yeager

4th Grade Teachers

Brooke Claunch
Elizabeth Garcia
Rachael Torres
Colleen Vanderpool

5th Grade Teachers

Luanne Torres
Trent VanBibber
Cal vanWilligen
Angel Whitmer

Paraprofessionals

Ashly Arroyo
Tammy Gallegos
Kirsten Grasmick
Darlene Padilla
Erline Wright

Custodians

Teresa Flores
Donald Romero

Behavior Interventionist

Josh Keeling

Counselors

Peggy Haslar
Kim Luitich

Nurse K-12

Angela Bergann

Resource Teachers

Kellyn Ross
Christy Treinen

Title Teachers

Cathy Armstrong
Julia Lumsargis

ELL Teacher

Lenora Valerio

Librarian

Annette Montoya

P.E.

Charity Walker
Vickie Welch

Music

Veronica Starcher
Josh Garcia (band)

Computers

Charles Losee

Food Service Director

Tami Sims

Extended Services

Lovella Madrid *
Charlene Blankensop
Ashley Dalton
Kharesa Hurtado
Jeannie Lovato
Kadi Scott
Kathryn Trujillo

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 monte.k12.co.us. If you would care to help in our efforts in reducing paper, **please supply us with an e-mail address**. We can e-mail the Metz Messenger and other notices from the office rather than sending them home with your child. Some of the teachers may also use e-mail to send home information. We do not share e-mail addresses with anyone outside the school. Please add your e-mail address to the signature page on the back. It may take several weeks to get the distribution list up and running.

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://www.monte.k12.co.us/Metz/BillMetzMain/default.htm>). **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 as often and for as long as possible. For the safety and protection of all of our students, we do ask **all visitors to check-in at the office and wear visitor braclets** 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 11:35-12:05	4 th grade 12:00-12:30
	2 nd grade 11:00-11:30	5 th grade 11:15-11:45
	3 rd grade 12:10-12:40	

SCHOOL BREAKFAST AND LUNCH

Breakfast will be served after the bell and will be at NO COST to any of our students. Lunches are \$2.25 per day for students and \$3.20 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. Telephones will be made available for those students who need to call home to request money.

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. The local radio station will be advised to make a public interest announcement concerning the closure.
2. An announcement will be made to the students and teachers.
3. 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.
4. Students who normally ride the bus will be bused if possible.
5. 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 (at least one half-hour).

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 e-mail) 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. 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. Our literacy blocks are very important. We do not allow any interruptions during literacy. Please help us by having your children at school for the entire literacy block.

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. The Center for Restorative Programs will send out a letter inviting you and your child to a mediation meeting in a couple of 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 principal's designee 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 Monday your child will bring home the Metz Messenger. This folder will contain the work that has been completed, a newsletter from the principal (once a month), notes from the teacher, and any other communication that needs to be sent home. If you provide your email address, the information from the office and some of the teacher's notes will be sent via e-mail. 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 on Tuesday.

PBIS

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) as a district-wide initiative. Rather than a curriculum, PBIS is a framework that encourages positive behavior in students and staff by teaching, practicing, and affirming common behavior expectations. Each school has a PBIS 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 oral 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.

Students may not leave the school grounds to go home for lunch unless their parents have signed a permission form. Parents wishing to have their student leave school grounds for any reason should notify the office and provide a written permission slip.

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.

CELL PHONES

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 zip lock 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 in to the office for the parents to pick up.

SCHOOL SNACK, PARTY and EVENT, GUIDELINES and PROCEDURES

In accordance with the Monte Vista Public School District Wellness Policy, Marsh Elementary and Bill Metz Elementary Schools have implemented guidelines to ensure nutritious foods and beverages at school. These healthy guidelines apply to school-sponsored events and fund-raisers, 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. 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. Last year, our secondary students heard Tina Meir, a national speaker on cyberbullying 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.

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
2015-2016

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 2015-2016 Bill Metz Elementary School Parent/Student Handbook on the Bill Metz Elementary web site:
www.monte.k12.co.us/metz/billmetzmain/default.htm

_____ 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