

Weber Elementary
Student and Parent Handbook
2016-17

Dear Parents,

Thank you for selecting Weber Elementary as your student's elementary school. Our staff is committed to developing students who are respectful and confident life-long learners through excellence in academics, the arts, and evolving technologies. We are working on creating students who have a growth mindset. We continually work to create a child-centered environment that promotes creative thinking, individual expression and responsible citizenship. The education of each child does not begin or end at the schoolhouse doors. It is essential that we all work together—school, family, and community—to give each child the best education possible.

It is important to establish a trusted partnership with home and school. Please take time to read and discuss this handbook with your child. Students will feel more comfortable knowing the rules and regulations we have established to provide a safe and nurturing learning environment.

Our ultimate goal at Weber Elementary is to develop 21st century learners and caring citizens who are equipped to face the challenges of the future. We will continue to work on these shared beliefs and expect them to be lived each day for each student at Weber Elementary.

We look forward to working with you to provide your child with the most successful educational experience. Always feel free to contact the teacher, the school office or me when you have questions or concerns. Clear and open communication is the first step in ensuring all your child's needs are met.

Sincerely,

Kelly Curran
Principal
Weber Elementary
kcurran@jeffco.k12.co.us
303-982-5684

WEBER ELEMENTARY SCHOOL

**8725 WEST 81st PLACE
ARVADA, COLORADO 80005**

SCHOOL HOURS

Full Day Kindergarten through Sixth Grades: 8:20 a.m. - 3:15 p.m.

AM Kindergarten: 8:20-11:30 a.m.

Office Hours – 7:45 am – 3:45 pm

TELEPHONE NUMBERS

Weber Office - 303-982-1012

Attendance Line - 303-982-1005

Weber Fax – 303-982-1013

WEB PAGE

<https://sites.google.com/a/jeffcoschools.us/weber-es/>

EMERGENCY INFORMATION

In time of emergency, the school must have information that will enable us to promptly and directly contact parents. For this reason, emergency data is maintained in the school office. **If, at any time during the year, there is a change in any telephone number, address, or person to call in an emergency, please update this information in Jeffco Connect or contact the school office (303-982-1012) with the new information immediately.**

SCHOOL CLOSING

On occasion, schools may need to be closed due to inclement weather or local building problems. The district Community Superintendent and the Director of Transportation make the decision to close school. The decision is not made at the local school. For information on school closures, please listen to KOA, KLZ, KHOW radio stations and/or any of the major TV stations.

ATTENDANCE

Regular attendance is very important to maintain a consistent learning environment for our children. We ask that parents call the Attendance Line, **303-982-1005**, to report all absences and tardies each day. If you have prior knowledge of absences, please inform the school office. If the office has not heard from an absent child's parent by 8:30 a.m., we will call to assure that the child is home.

The principal will contact parents when there are **eight or more absences**.

- A student is marked as absent one-half day if not checked in by 10:00 am.
- A student is marked as absent one-half day when he/she leaves before 1:45 pm.
- Days out for illness, vacation, family emergencies, or any reason at all are marked as absent.

Tardy: Students who are tardy on a regular basis are missing the first instructions of the school day and are also disruptive to the class when they arrive. Please make every effort to have your children arrive at school on time. The first bell rings at 8:20 a.m. Students are tardy if they are not in the classroom at 8:30 a.m., when the school day begins. Students must "check-in" with the office when they arrive late. Students who are frequently late may be required to complete an attendance plan with the principal. The teacher and/or the principal may contact parents concerning a student's tardiness.

MAKE-UP WORK POLICY

It is essential that students absent from school make up work missed. It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an absence. Time allowed for make-up work is twice the number of days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for students in each semester. All parents are expected to meet with their teachers in the fall conference time. In the spring, everyone is welcome, but not everyone has to attend. Please note that parents may request a conference at any time by contacting their child's teacher. You can check dates for conferences and other events on our [Weber Community Calendar](#).

REPORT CARDS

Report Cards will be sent home with students in grades Kindergarten through 6 at the end of each trimester. Teachers also communicate students' progress through folders, notes, phone calls and conferences.

DISCIPLINE

The **Jefferson County Public School Conduct Code** Booklet can be found at http://www.jeffcopublicschools.org/publications/conduct_code.html. It is very important that parents/guardians read and review this information with their children. If you do not have access to the internet and would like to receive a copy of the conduct code booklet, please contact the school office or your child's homeroom teacher.

NOTIFICATION REGARDING DISCIPLINE INFORMATION POLICY: According to state law and district policy, any teacher or counselor who directly works with your child is entitled to see his/her disciplinary information file. The accuracy of the information in a discipline file may be challenged by the student and parent/guardian. The student has the right to provide a written response regarding a disciplinary incident in which he/she is involved and to place the response in his/her disciplinary file. Disciplinary files are transferred from one school level to the next; that is, a student's, elementary file will be sent to the middle school. If a student moves to another school and he/she has a disciplinary file, it will also be sent there.

Conduct Code talks were given to all students in the first three weeks of school. Contact the office for a copy of the presentation.

DRESS CODE

School is a child's place of business; therefore, children are asked to dress appropriately and in a manner that is not distracting to the wearer or to others. School Board policy states, "The appearance or dress of students shall not be disruptive to the educational process or constitute a health or safety hazard." Dress that is considered disruptive, inappropriate, distracting, or unsafe to the teaching/learning atmosphere will not be permitted. If worn, the student will be asked to correct the situation. He/she may need to call home for a change of clothing.

The following are not allowed at Weber Elementary and other Pomona Area schools:

- Hats or caps inside the building.
 - Shirts which advertise alcohol, drugs, or tobacco and those with nudity or obscene or questionable language.
 - Cutoff shorts, swim trunks, boxer shorts, or short-shorts.
 - Muscle shirts or shirts with the sleeves removed at the shoulders.
 - Shirts or blouses that expose midriffs or waists, crop tops, halter tops, tube tops, see-through clothing, and spaghetti strap shirts. (No underwear should be exposed.)
 - Pants which are baggy or which are dragging on the ground. These are unsafe for play and/or gym.
 - Trench coats.
 - Loose chains.
 - Make-up.
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- ✓ Long nails and artificial nails are discouraged because they interfere with writing, playing, and gym.
 - ✓ Shoes are to be worn at all times. Sandals and platform shoes are discouraged because of safety on the playground and gym.
 - ✓ Students should wear clothing appropriate for the weather. Students go outdoors for recess even in the winter months.
 - ✓ Coats are not to be worn inside the building.
 - ✓ Heelie shoes are not allowed in the building due to the wear on the floors.

During the school year, there may be special dress days, i.e. "hat day," etc. These days will be approved by the principal and parents will be notified.

SUPPLIES

A list of basic school supplies is sent home with the registration packet. All students are asked to have a pair of tennis shoes and wear shorts or long pants for physical education classes.

INSTRUCTIONAL EQUIPMENT/TEXTBOOKS

Students will have use of available textbooks and instructional materials. No deposit is required. If textbooks, equipment, or materials are lost, stolen, or not returned in good condition, students will be assessed up to the full cost for replacement or repair of lost or damaged school-owned books, materials, equipment or other property in accordance with law, Board Policy and District procedures.

HOME WORK

Home study or homework is an important extension of the learning that takes place at school. Most teachers have regularly assigned homework. Additional homework assignments might be given to make up work as a result of an excused absence, to practice a skill being learned, or to complete longer projects. It is never too early to begin developing a positive attitude toward home study. Homework for students is not always in the form of specific assignments.

Parents are asked to read to or read with their elementary age child for at least 20 minutes each day.

Students in grades 3-6 should read 20 to 30 minutes independently on a daily basis.

Homework can also be general home study. The following are examples you can promote in your home:

Student reads to self	Parent reads to student
Student reads to parent, sibling	Read current events in newspaper
Learn math facts	Study weekly spelling words
Practice counting	Measure objects
Practice handwriting	Write a letter or story
Put objects in alphabetical order	Put objects in categories

RECESS

All students have a recess either immediately before or immediately after their lunch. Students are expected to go outdoors to the playground and should dress appropriately. In the case of extreme cold, rain, or heavy snow, students will remain indoors for their recess. On rare occasions, parents request that their child be kept indoors for recess. This request should be made in writing to the teacher. The child will stay in a place where there is adult supervision, usually, the office or another classroom.

FEES

All fees are voluntary and provide students with services or materials that become their property.*

- A \$10.00 Technology Fee provides computer support including networking, internet access and support, printing, etc.
- A special project may require the purchase of materials. The teacher may ask you to provide funds for these materials.

** The principal shall grant a waiver for students eligible for free or reduced lunch under the National Income Poverty guidelines. If other hardship conditions exist, the principal should be contacted. Purchases of non-instructional goods and services, such as yearbooks or photos, are not included in this waiver policy. School fees have been approved by the school decision making group and the area administrator.*

In compliance with State law, copies of the District Wide Fee Sheet and the school-based fees are available at the time of registration and in the school office.

PERSONAL POSSESSIONS

Students will assume responsibility for any items they bring to school. We have no way to safeguard items of real or personal value. The only time students should bring toys, games, sports and playground equipment, etc. to school is when their teacher instructs them to do so (for show and tell, for example). Toys and games should not be brought out to recess either. Items which are not to be brought to school also include electronic games, cameras, phones, IPODS, etc. Gum is not allowed at school, unless permitted by the teacher for a special occasion. **CELL PHONES** are not to be used during school hours, including during recess. Cell phone usage includes sending and receiving calls or text messages and taking pictures.

MONEY BROUGHT TO SCHOOL AND BUYING AND SELLING ITEMS

Students should not carry extra money to school. They should carry lunch money in a safe place on their person. Students who bring money for field trips, parties, etc. should bring it in an envelope labeled with the child's name, amount of money, your child's teacher's name and purpose of the money. Students are not allowed to sell or trade items of any kind at school, including food items in the cafeteria.

SCHOOL PICTURES

Individual pictures are taken in the fall and spring and class group pictures are taken in the spring. It is important for all students to get their picture taken for emergency and identification purposes. If you wish to buy the photos, the picture purchase procedure is on a prepaid basis to be paid on the day the picture is taken. Yearbooks are sold by the PTA on a preorder basis. A small quantity of extra yearbooks will be available for purchase through the PTA on the day they are distributed at an increased cost on a first come first served basis.

PARKING LOT

The **west parking lot** is for parents, school visitors and for daycare staff. To drop off your child without parking, please use the designated drop-off zone in the west parking lot. This parking lot will be restricted to daycare providers in the afternoon. **Please do not leave your vehicle unattended in the drop-off zone.** You may also drop your child off on the curb in front of the school outside of the red zone. Students should walk on the sidewalks. Do not park in restricted or reserved areas or in handicapped areas. Please park in designated parking spaces only. The east lot is for staff and handicap parking only.

ARRIVAL/DISMISSAL

1. Children go directly to and from school.
2. **Students should not arrive at school prior to 8:10 a.m.**
3. **We provide adult supervision beginning at 8:10 a.m.**
4. Students are to enter into the classrooms through their classroom teacher's outside doors. Teachers are on duty from 8:10 – 8:20. At 8:20 students may enter in through the front doors.
5. Students are to go home immediately after being dismissed unless other arrangements have been made in advance. Students need to be picked up immediately following dismissal time, if they are not walking home. We will provide adult supervision on the grounds until 3:25 to ensure all students have departed safely. Brothers and sisters should meet at a predetermined spot outside the school at the end of the day rather than waiting inside the building. If your child is kept after school for any reason (more than 5 minutes) parents/guardians will be

notified.

HEALTH AND MEDICATION

The health of your child is important to all of us. Children who have definite signs of colds, elevated temperatures or other illnesses should not be sent to school. If a child becomes ill or injured at school, the child will be cared for temporarily and his parents will be notified. Medication will be given at school **only under the following conditions:**

1. Requests for students to be given medication (prescription or over the counter) must be submitted on a Medication Agreement Form #924 and signed by the parent or guardian and physician. The medication must be in its original container showing the dosage information. These forms are available in the office.
A doctor's signature is required on the Medication Agreement Form for all prescription medication.
2. Prescription medication must be in the original container with a pharmacy label with the name of the student, name of medicine, dosage, time of day for dosage, and expected duration of treatment. If it is a controlled substance, the parent must hand-carry the medication to the office to be counted in and signed for by school personnel.
3. All medication (including cough drops) must be kept in the school office and must be administered by authorized school personnel.
4. Students need to come to the clinic at the authorized time for medication.
5. If the medication is liquid, a dosage spoon should be sent from home
6. Weber no longer provides Tylenol for students. If you would like your child to be able to receive Tylenol for any reason you must sign a Medication Agreement Form and provide a bottle of age appropriate Tylenol in the original container which shows the dosage information. Clearly mark your child's name on the box or bottle.

IMMUNIZATION LAW

Colorado State Law requires that any student attending a Colorado elementary school must have been immunized against polio, tetanus/diphtheria, pertussis, and measles/mumps/rubella. In addition, required at kindergarten (effective July 1, 2000) is MMR#2 and Varicella (chickenpox). Hepatitis B Series is a requirement for K thru 4th grades beginning the 2008-09 school year. Exceptions are permitted on religious grounds, personal objections, and/or a physician's statement that the immunizations would endanger a child's health. **All students must comply with**

Colorado law within 14 days of enrollment or they may be excluded from school. Further information is available from the school clinic aide.

LUNCH PROGRAM AND PROCEDURES

Children may bring a cold lunch or they may purchase a hot lunch in the school cafeteria.

Lunch

Grades K-6:	\$2.75
Reduced price:	.40 cents
Adults:	\$3.00 (does not include beverage)

- Breakfast
Grades K-6: \$1.75
Reduced price: 0.00
Adults: Ala carte prices
- Milk: .50 cents per carton

Options for buying hot lunch include the following:

- Paying each day
- Purchasing lunch marks by the week or month. Lunch marks may be paid for with cash or check made out to Weber Elementary. When paying by check, write the student name and teacher name at the bottom of the check.
- Lunch marks may also be purchased online using VISA or Mastercard from www.mealpayplus.com. You must know your student's id number in order to use this site.
- When a student has only one mark remaining and when the last mark is used, his/her hand will be stamped as a reminder to parents that their child needs to purchase new marks.
- If a student has no marks or money, his/her lunch will be paid for that day. The student will receive a computer note and is encouraged to pay this back on the following day.
- If a student has more than three outstanding unpaid lunches and/or breakfasts, an alternate lunch/breakfast will be provided.

If the cost of lunches is a financial hardship for any family, they should contact the school for an Application for Free or Reduced Price School Meals.

Parents and grandparents are invited to join their child(ren) for lunch. Please call the school cafeteria manager by 9:00 to make reservations. Lunch menus are sent home monthly.

BICYCLES/SKATEBOARDS/HEELYS/ROLLER BLADES/SCOOTERS, ETC

The decision to permit a student to use a bike, a scooter, a skateboard, Heelys or roller blades, and the duty to see that he/she complies with policy and basic safety rules relating to their use are the responsibilities of the student and his/her parents. The School District does not undertake any responsibility for the safety of students when they are not on school grounds. The School District does not undertake the responsibility to prevent any student from coming to or leaving school on bikes, skateboards, Heelys, scooters, roller blades, etc.

1. Walk bicycles and scooters on the school grounds.
2. Park bicycles and scooters in the bike racks.
3. Carry skateboards and roller blades on the school grounds.
4. Lock skateboards and roller blades in the bike racks.
5. Take wheels out of shoes before entering the building.

COMMON SAFETY RULES

1. Caution children about contacts with strangers.
2. Review the common rules of pedestrian safety:
 - Use sidewalks and crosswalks when available.
 - Look both directions - then cross streets.
 - Walk on the left facing vehicular traffic when walks are not available.
3. Review the common rules for bicycle safety:
 - Do not ride double.
 - Ride on the right with the flow of traffic.
 - Use the standard arm signals when turning.
 - Walk bicycles across heavily traveled streets.
 - Ride only during daylight hours.
4. Children should always disembark on the curb side of the vehicle.
5. Children's dogs should not accompany them to school. Strange animals should be avoided at all times.
6. Each child should know the safest and most direct route to and from school.

VISITATIONS

Parents are welcome to visit the school at any time. When you visit, please check-in with the office. A "sign-in" sheet is provided for this purpose and you will receive a Visitor Pass. This requirement is to assist us in ensuring a safe environment in which "strangers" may not enter the building and to account for all visitors in the case of an emergency.

Children not enrolled at Weber are not allowed to visit in classrooms.

High School and Middle School students are expected to remain off all other school grounds until after dismissal time. Weber has allowed older siblings to meet their brothers and sisters outdoors at dismissal time, as long as their behavior is appropriate.

ANIMALS AT SCHOOL

We are a high walk in community to our school and some parents have walked their dogs along with their students to school. This year we ask that you respect the varied level of comfort our students and parents have with animals and refrain from bringing all pets onto school grounds without prior approval.

SPECIAL EVENTS

Field Trips are scheduled to provide children with extended learning experiences. Students will be charged admission and transportation fees. A permission slip signed by the parent is mandatory to participate. If payment causes undue financial hardship to your family, please contact the teacher or principal.

Assemblies and Programs - Throughout the school year, theatrical and musical performances, science assemblies, author visits, and other programs are scheduled to provide children with cultural and educational experiences. These programs are usually provided by the school, by various grants and/or by PTA.

Outdoor Education Laboratory School (OELS) - As a part of the Jefferson County curriculum, the opportunity to attend a week at OELS is provided for our sixth grade students. The cost for this program is \$300.00.

Classroom Parties - Holidays which are typically celebrated with parties are Halloween and Valentine's Day. Classroom volunteers usually plan the parties. Information will be sent home about each party. **Bringing birthday treats is not allowed.**

SPECIAL SERVICES FOR STUDENTS

Jefferson County Schools provide specialists who are trained to support student needs that may be interfering with his/her success at school. If a need for the services of the team of specialists is indicated, we will work with you to provide the most appropriate learning situation for your child. If you have questions about meeting the special needs of your child, please contact your child's teacher or the principal.

LIBRARY

The Library is an integral part of Weber's instructional program. Children have the opportunity to utilize a variety of learning resources in addition to classroom instruction and textbooks. Students are encouraged to check out books for recreational and independent reading. Most may be taken home to use. Please help your child return the checked-out materials when they are due. Costs for replacing lost or repairing damaged books will be charged to the student.

SMOKING ON SCHOOL PREMISES

It is the policy of the Board of Education that all persons, including adults, shall be prohibited from using tobacco in all schools, on school grounds, at all District facilities and at all District sponsored activities.

VOLUNTEERS

When the community is involved, we can do an even better job of providing a quality education for your children. A cooperative effort between school and home enhances your child's educational experience.

Children love to see their parents involved in their education. One of the best and easiest ways to do this is to volunteer to help at school. Classroom parent volunteers are very important and welcome. In addition, volunteers are needed for PTA and the Weber Elementary School Accountability Committee. Throughout the year, many special program events and field trips come up which definitely need parent volunteers.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a very energetic and conscientious organization that is proud of its many accomplishments at Weber. In order to maintain this, we need a continuing large active membership. Parents are encouraged to be involved. Meeting dates will be posted on the marquee.

ACCOUNTABILITY COMMITTEE

This committee is comprised of representatives of various segments of the school community, including the school administration and staff, parents and other community residents. Its primary purpose is to serve in an advisory capacity to work toward the goal of having an excellent school for our children. A copy of the annual Accreditation School Improvement Plan and Report is available in the school office. If you are interested in working with this committee, please call the school or committee chairperson. Meetings are always open to everyone.

Purpose as stated by the board of education:

The building level accountability committee shall:

1. Serve in an advisory role to the principal. The principal is responsible for implementing the accountability/accreditation process in the school.
2. For every school year, solicit input and advice on the Unified Improvement Plan related to urgent challenges that are aligned with the district strategic plan and the school performance framework.
3. Report on educational performance of the school and provide data for appraising such performance to students, parents, Board members, and educators.
4. Prior to the Board's adoption of the annual budget, make recommendations to the achievement director regarding prioritization of expenditures of district moneys as appropriate.
5. Make recommendations to the principal regarding expenditure of school grants.
6. Discuss safety issues related to the school environment and develop, revise, and implement a safe school plan for the school consistent with the district's safe school plan and policies.
7. Determine the goals for maintaining or improving the culture and climate of the school aligned with student and parent survey results.

NOTICE

The Jefferson County School District, R-1 does not discriminate on the basis of disability, race, color, religion, sex, sexual orientation, national origin or age in its programs and activities. The following person has been designated to handle inquiries regarding all nondiscrimination policies, including sexual harassment policies:

Title: Executive Director of Employee Relations

Address: 1829 Denver West Drive
Building #27
P.O. Box 4001
Golden, CO 80401-0001

Phone: 303 982-6544

PTA Officers

President: Tamara Wilson

Accountability Committee Officers

Chairperson: Shawna Zachman

WEBER ELEMENTARY VOICE MAIL 2016-17

Adina Abeyta	Special Ed	none
Stephanie Aten	Vocal Music	303-982-1010
Janet Baird	1 st /2nd Grade	303-982-0972
Jen Balkema	ESL	303-982-7330
Mary Ellen Ballard	Cafeteria Mgr	303-982-1004
Brian Beckwith	Special Ed.	303-982-9910
Natalie Bendinelli	1 st /2 nd Grade	303-982-1020
John Blakely	3 rd Grade	303-982-9705
Kristen Burback	Social Worker	303-982-1019
Nicole Caranci	Kindergarten	303-982-0969
Leland Casados	6 th Grade	303-982-0970
Tina Clapes	Kindergarten	303-982-1006
Kelly Curran	Principal	303-982-5684
Kim Dedin	Clinic	none
Sharon Dorrough	4th Grade	303-982-1043
Casey Gardner	Social Worker	303-982-1040
Paula Glenn	Speech/Lang	303-982-0955
Lynda Hempstead	1 st Grade	303-982-0966
Dennis Hicks	Facility Mgr.	303-982-1003
Stacy Hoskins	3 rd Grade	303-982-0995
Amy Jones	5 th Grade	303-982-1044
Ashley Ladd	4 th /5 th Grade	303-982-0989

Mark Lied	Special Ed.	303-982-9564
Cheryl May	Library	303-982-1002
Kim McTernan	6 th Grade	303-982-1009
Alison Mitisek	4 th Grade	303-982-2196
Lindsay Neff	5 th Grade	303-982-1025
Kate Noyes	Special Ed.	303-982-0265
Suzanne Ockel	2nd Grade	303-982-0991
Andrea Prusinski	6 th Grade	303-982-1030
Kevin Reynolds	Band/Orch	303-982-9843
Jen Rollins	3 rd Grade	303-982-7331
Shannon Sage	Art	303-982-2985
Michelle Terry	Principal's Secretary	303-982-0984
Jackie Ulmer	School Secretary	303-982-0985
Ross White	Assistant Principal	303-982-8304
Dena Winburn	Instructional Coach	303-982-9728
Suzan Wood	1 st /2nd Grade	303-982-1065

SPECIALS SCHEDULE-Art, Music, P.E.

8:35-9:25	4 th Grade
9:30-10:20	3rd Grade
11:10-12:00	2 nd Grade
12:00-12:50	1st Grade
1:30-2:20	5th Grade
2:35-3:15	6 th Grade

LUNCH RECESS SCHEDULE

Grade	Lunch	Recess
K	12:15-12:35	12:35-12:55
1	11:15-11:35	11:35-11:55
2	12:05-12:25	12:25-12:45
3	11:45-12:05	12:05-12:25
4	11:30-11:50	11:10-11:30
5	11:00-11:20	10:40-11:00
6	10:50-11:10	10:30-10:50

Early Release Days

Students are dismissed at 12:45pm.

Half day Kindergartners will be dismissed at their regular time.