



Vera G. Scott

ELEMENTARY SCHOOL

Family Guidebook
2019-2020

August 1, 2019

Dear Scott Parents and Guardians,

Welcome to the Vera Scott Elementary School Wolf Pack! We are delighted to offer your child a child-centered and academically enriching school program focused on excellence and success for all. Our staff is dedicated to helping your child reach his/her greatest potential.

Parents, you are important to us. While we partner with you in your journey of raising your children, we invite you to be involved in our work. Join PTA or SAC and get involved! We love it when you come read with students, volunteer to help a teacher, or send recognition for something you appreciate.

Students, YOU are the reason we exist! We will do everything we can to be there for you: to challenge you, to engage you, to support you. At Scott we “back the pack” by following “The WOLF Way.” It is just the way we do things around here:

Work and play safely.
Own our learning,
Lead with empathy, and
Focus on excellence.

This guidebook has been designed to provide you with helpful information about Scott Elementary School. It can answer questions that you might have regarding our procedures and policies for the daily operation of our school.

Please read through this guidebook and keep it handy. If you don't find the answer to your question inside, please give our office a call and we will do our best to help you.

The Scott team looks forward to a positive partnership with you and your family!

We are proud to “back the pack and run as one!”

With Wolf Pack Pride,
The Staff of Vera G. Scott Elementary School

Core Values

These core values direct our actions, capture our hearts, and make our school extraordinary.

STUDENTS ARE OUR #1 PRIORITY.

Every single thing we do, every decision we make, every lesson we plan, even every game we play are done in the best interest of our students. We put children first. Always.

ALL STAFF—ALL IN— ALL KIDS—ALL DAY.

We believe in giving our all to creating exceptional, positive experiences for all students and their families. We teach all of the kids in front of us and focus on what is in our control. We know that kid time is kid time, and we strive to make every minute count. We reflect on how our practices support or don't support children and fix them instead. We want to exceed expectations every day in every way for every child, every family, and every staff member.

R.E.S.P.E.C.T.

We're all about it. We respect each other's individual talents, opinions, differences and voices. We seek first to understand and we appreciate what everyone brings to the table.

WE'RE ALL EARS.

We value respectful, clear, open-minded, transparent, direct, and honest communication. We resolve conflict face to face. We listen carefully with positive intent and empathy and then demonstrate integrity, compassion and kindness to everyone when we speak.

BACK THE PACK.

We're huge fans of "backing the pack" by taking care of ourselves, each other, and our school. We take our students' needs seriously and provide a healthy and safe environment, both physically and emotionally, in every aspect of our school.

BRING THE FUN.

We take our jobs seriously but not ourselves. We believe in letting kids be kids. We experience simple, pure, old-fashioned fun together. We celebrate the joy of childhood through discovery, tons of encouragement, shared experiences, lots of laughter, a little funny dancing, and oodles of humor and happiness.

RELISH THE ROLE.

All of the grown-ups here realize what an important role we play in the lives of the kids we serve. We model the behavior we expect from our students. We lead by example, value, support, and trust each other, cheer for each other's successes and join forces as innovators and leaders in service to others.

WOOT WOOT FOR THE WOLF PACK!

At Scott Elementary, everyone makes a difference and shapes our wolf pack. We value collaboration. We work hard and love deeply. We are an inclusive, welcoming community that works together as a team for the greater good. We build up students and we build up each other.

WHATEVER IT TAKES.

We know that it's all about kids and not adults. We shift the lift of academic ownership because we believe students should be doing most of the talking and demonstration of learning. We believe in personalization in the sense that each child gets what he/she needs when he/she needs it without barriers. We know all students can learn, but not in the same way on the same day. Through intentional, empowering experiences we help kids discover their own strengths and interests, and they leave Scott feeling more confident than ever to write their own stories. They just need teachers who believe in them.

BE THE GLUE.

We believe accountability is the glue that ties commitment to results. We are always reflective in our practices and responsive to the needs of our students. We have a strategic improvement plan dedicated to excellence. We stay focused on the future, and we are driven to grow and thrive as a school. We are accountable, authentic, and forever grateful for our students, families, employees, and volunteers.



D11 Mission

We dare to empower
the whole student to profoundly
impact our world.

Scott's Purpose Statement

We inspire every child
to achieve academic excellence,
lead with empathy,
think independently,
love to learn,
and make a positive impact on the world.

End Statements

- Each student sets and achieves goals that are challenging, measurable and personalized.
- Each student understands different perspectives and advocates for self and others.
- Each student makes informed decisions, is a critical thinker, and has a growth mindset.
- Each student is a contributing community member and a global citizen.

School Vision

We are a unified community committed to
equity, excellence, and innovation.

Pack Habits of Work & Learning (Pack H.O.W.L.)

CITIZENSHIP ◦ INTEGRITY ◦ RESILIENCE ◦ CRITICAL THINKING ◦ LEADERSHIP ◦ EMPATHY

Our guidelines for success are built around the motto of "Back the Pack-Run as One," our WOLF Way guidelines, and our Pack Habits of Work and Learning, known by the acronym, CIRCLE.

During the school year, our school will address a key habit of work and learning (listed above) each month as another component in supporting all students achieve excellence. These habits will be focused on in classrooms and around the school. Each month students will develop an understanding of the habit and how they can demonstrate it at school, home, and in the community.



Jennifer Radford, Principal
 Toby Lefere, Assistant Principal
 Lori Hoag, Administrative Assistant
 Trina DeYoung, Staff Assistant
 Julie Matulovich, Staff Assistant
 LasKiasha Fitzgerald, Health Tech

<p>Scott Elementary Address 6175 Whetstone Dr. Colorado Springs, CO 80923</p> <p>Telephone Numbers Office: 719-328-6200 Attendance Line: 719-328-6216</p> <p>Other Ways to Connect with Us → Website: http://www.d11.org/scott → Facebook: https://www.facebook.com/scottelem/ → Twitter: @scottwolves → Staff e-mail: First.Last@d11.org</p>	<p>Central Administration Office Address: Colorado Springs School District 11 1115 N. El Paso Street Colorado Springs, CO 80903</p> <p>District Switchboard: (719) 520-2000 (719) 520-2012 (español)</p> <p>Recorded Information: (719) 520-2300 or 1-866-433-8411 from outside the calling area</p> <p>D11 website: https://www.d11.org/Page/1</p> <p>Transportation: 719-520-2940</p>	<p>Hours Office Hours 7:30 am-3:00 pm School Hours: 8:00 am-2:30 pm Bus Departure 2:35 pm</p> <p>Bell System 7:40 am—Supervision begins 7:50 AM—First Bell</p> <ul style="list-style-type: none"> • The first bell signals that students can enter the building. • Students walk to their classrooms between 7:50-8:00 AM. • Parents say goodbye outside of the building. <p>8:00 AM—Second Bell</p> <ul style="list-style-type: none"> • Official start of the school day • Students arriving after the second bell are tardy and need to be signed in by an adult <p>2:30 PM—Dismissal Bell</p> <ul style="list-style-type: none"> • Official end of the school day
<p>Weather Hotline: In addition to receiving notification via email, text message (if you opted in for texting), and mobile app notifications, an alert window will pop up on any District 11 website you visit. This will ensure you receive the notification in a timely manner. The notification box can be acknowledged and closed.</p> <p>To find out the current status of District 11 Schools, you can also tune in to Comcast Channel 16 and Falcon Broadband Channel 73 or call 520-2300. Notices are also sent to the District Flash News Alerts RSS feed, and posted to our mobile app, Facebook and Twitter feeds.</p>	<p>Signing Up for D11 Notifications</p> <p>Both the district and individual schools send out communications via email, text message and mobile app push through the D11 Loop.</p> <p>To sign up for notifications, go to d11.org/Loop.</p> <ul style="list-style-type: none"> ○ Parents: Login with your Q Parent Portal PIN and password. ○ Staff and Students: Use your email address (firstname.lastname@d11.org) and your D11 network password. ○ Community Members: Use the login credentials you created when you registered on the website. <p>To opt into text messaging:</p> <ul style="list-style-type: none"> ○ Click on Account in the upper right portion of the window ○ Under the Account Info tab, scroll down to "Delivery Addresses" and click the Add dropdown box. ○ Choose the Text/SMS Number. ○ Add the phone number, with the area code, and click save. <p>To set your delivery preferences:</p> <ul style="list-style-type: none"> ○ Click the Delivery Preferences Tab ○ In the OTHER section, select the forms of notification you would like to receive. 	

AFTER SCHOOL

Students are not permitted to stay or be held after school without prior consent of their parents/guardians. Students may play on the playground under the supervision of a parent, guardian, or caretaker. As most students ride the bus, a child care van, or are picked up by parents, if students stay after school for extracurricular activities, it is crucial that parents have been notified in advance, arrangements are made between teacher and parents, and that transportation is provided by the parent or designee.

Should your child wish to go home with a friend or anywhere else other than the normal after school destination, those plans should be made in advance and the school needs to be notified.

Children who do not typically ride the bus will ONLY be allowed to ride the school bus home with a regular rider by showing the bus driver a permission note signed by the office. Students MUST bring a note from a parent to the office in the morning before school starts to have them signed and approved. Students will not be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. We take these measures to ensure your child's safety.

ANIMALS

At Scott Elementary, we value all living things, including pets. We know pets bring great comfort and support. In order to maintain a supportive environment, while still respecting those who are uncomfortable around pets, allergic to animals, or bothered by noises like excessive barking. If you bring your pet to campus, please respect the following pet policy:

- Animals are not permitted on the blacktop or front courtyard during school hours, unless they are a service animal with proper identification. Our pet friendly zone is the grass area in the field. Pets MUST BE ON A LEASH AND CONTROLLED BY AN ADULT.
- Students may bring pets into the school for Star Student/Show and Tell with prior permission and a completed pet form on record at school, including a current vaccine certificate; this way teachers can ensure that there are no students allergic to the animal. Otherwise, no pets are permitted in the building.
- Aggressive or uncontrolled pets will be required to leave school grounds immediately.
- Pet owners are responsible for picking up their pet's waste.
- Pet owners are legally responsible for any damage or injury their pet may cause.

ANNOUNCEMENTS

At 8:00 a.m. each day, there will be morning announcements. Announcements include reciting the Pledge of Allegiance and other brief messages. Students whose parents request that they do not participate in the Pledge of Allegiance are not expected to participate in any way.

ARRIVAL AND DISMISSAL

Scott Elementary School is committed to creating the safest possible environment for our students. We encourage you to have your child to ride the bus, bike, or walk to school. Carpooling to school with neighbors is also encouraged. We are a very large school, which means traffic before and after school is very congested. Fewer vehicles make it easier for everyone.

That said, if you must drive to or pick up from school, we ask for your patience with arrival and dismissal. We have a methodical process to get over 600 students in and out of school as safely and efficiently as possible. Modeling rule/law-following, safety, and respect benefit our children in countless ways.

All parents, teachers, staff, and students must adhere to the following regulations that keep our lines moving while keeping students safe:

General Rules

- Parking on the school's premises is a privilege and not a right.
- All drivers must respect the directives of school staff.
 - Violators of the parking lot regulations will be notified.
 - Reckless drivers will receive a written warning from the administration.
 - Privileges may be revoked.
- Do not block neighbors' driveways.
- The speed limit in the parking lot is 5 mph.
- Parking lot signs and arrows must be respected at all times.
- Parents are required to park their cars in designated parking spaces only.
- Do not use cell phones when cars are in motion.
- There are only right turns allowed out of the school parking lot during drop-off and pick-up.
- The school is not responsible for any kind of damage caused to a vehicle while on school grounds, including collision, theft, burglary, and other damage.

Arrival

- Students enter the building from the main entrance or the playground side entrance between 7:50-8:00 am and report directly to their classrooms.
- Supervision, including crosswalk supervision, will not be provided prior to 7:40 am.
- The kiss and go lane is a continuously moving lane of traffic, so no parking is allowed and the driver should stay inside the vehicle.
- Children should be loaded or unloaded curbside only.
- When dropping off children, remember the kiss and go lane philosophy: kiss your children and let them go.
- A second lane cannot be formed in any part of the parking lot.
- When there is open space at the curbside lane, pull as far forward as possible.
- If you choose, you may park in a legal parking spot and walk your child to and from the building. We do not allow children to walk through the parking lot unattended.
- After 8:00 am, parents must park and bring children into the school. The kiss and go lane will be closed. The tardy bell rings at 8:00 am and you must sign your child in at the front office.
- Students on the bus are never counted tardy—even if the bus arrives after the bell.

Dismissal

- Students waiting to be picked up will remain supervised until their ride arrives. Students not collected by 2:45 pm are escorted back to the office to call home. Also, after school clubs and activities are offered to reduce the number of students needing to be picked up at 2:30pm. Our office closes at 3:30 pm.
- Children are expected to leave campus immediately after school is dismissed, unless accompanied by an adult caregiver. The only exception to this rule is for school-organized activities.

Handicapped Spaces

- Do not park on designated Disabled Parking spaces without proper display of a Disabled Parking Placard.
- Do not pull in handicap spaces to drop off children, even if you have a handicap placard. If you are dropping off students, you must use the kiss and go lane like everyone else. These spaces are for our students who need wheelchair access or for adults who are handicapped and need to walk in.

No Left Turn Sign

- It is posted "No Left Turn Allowed During School Hours" from the parking lot onto Whetstone Dr. This has been posted by D11 Risk Management for traffic flow and the safety of the students, staff, and visitors.

FREQUENTLY ASKED QUESTIONS:

- 1) **What can we do to ease the traffic jam?**

CARPOOL, CARPOOL, CARPOOL!! If you have older children, consider dropping off during the first 10 minutes (7:40–7:50 am) and picking up during the last 10 minutes of pick up (2:35–2:45) when the congestion is considerably less.

2) **Where should my children wait for me when I drive through?**

All children waiting for pick-up will be standing directly by the flag pole. To ensure the safety of the children and the efficiency of the traffic flow plan, please pull as far forward as possible.

3) **Why do I need to pull all the way forward when in the drop-off/pick-up zone?**

We have worked diligently with the district to design the safest and most expedient traffic flow plan. When a car stops in the middle to pick up or drop off nobody else can pick up or drop off. When you pull all the way forward, more children can load/unload simultaneously.

4) **Why can't I get out of my car? I'm just going to be a minute!**

The traffic flow is severely disrupted when even one car is left unattended - a terrible traffic jam is the result. Please park in the lot or on the street if you need to leave your car.

ASSESSMENT

Classroom Assessments: Teachers use a variety of formal and informal measures to assess student needs and guide their instruction. These include, but are not limited to, reading inventories, timed tests, writing samples, and pre- and post-tests. Teachers collect student work to compile a body of evidence (BOE) in the areas of reading, writing, and math. Teachers use this work to communicate with students and parents about proficiency in these areas, as well as work habits, study skills, and behavior.

Colorado State Academic Standards: D11 is a standards-based school district. Teachers collect various forms of assessments throughout the school year to monitor each student's progress against the Colorado Academic Standards for each subject at each grade level. Parents are kept informed of their child's progress through a variety of communication tools.

CMAS: The state of Colorado has an assessment program to monitor individual students and school districts in the implementation of Colorado Academic Standards. At Scott, students in grade 3-5 complete assessments in reading, writing, and math. Fifth graders complete a science assessment, while fourth graders may also complete a social studies assessment. Individual results are shared with students, given to parents, and monitored by teachers. The school uses the data to develop school improvement goals.

Aligned District Benchmarks (ADB): Students in grades 2-5 will take quarterly benchmarks in math and English Language Arts. These assessments will measure student mastery of identified standards at designated checkpoints throughout the year. These tests are done online through a platform called ATI and were formerly known as Galileo tests.

DIBELS: The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills. All students in K-3 and students of concern in 4-5 will be benchmarked using DIBELS, and students who need intervention in reading will be progress monitored regularly using DIBELS probes. DIBELS is used for compliance with the Colorado Reading to Ensure Academic Development Act (READ), which focuses on K-3 literacy, assessment, and individual plans for students reading below grade level.

ATTENDANCE

School Attendance: On Time, In Class, Ready to Learn!

On time, regular school attendance is closely correlated with student success in the classroom. A teacher cannot teach a student who is not present. As a general rule, absences should occur only as a result of illness, injury,

emergency, or doctor appointments that cannot be scheduled outside of the school day (i.e., therapy). When an absence is planned, it is helpful if the teacher is informed as far in advance as possible.

Our goal is for every student to attend school 96% of the time, which means missing a total of seven or fewer days during the school year.

At Scott, we expect:

- Students will be in their seats, ready to learn at 8:00 am.
- All absences will be called in to the attendance line at 719-328-6216 by 8:30 am.

Absence Verification

We are required to verify absences that are not reported by parent phone call, note, or email. By 10 a.m. an automated call goes out to all parents whose children are marked absent. If a teacher has been notified about the absence by a parent, she/he confirms that the office knows. Absences not verified by parent phone call or note will be verified by the registrar.

Family Vacations

We strongly discourage families from taking vacations during school days. Every absence has an impact on your child and his/her classroom, and extended absences have been shown to have a negative impact on a student's education. The teacher may require some work to be made up upon return.

Absences due to family vacations will have an absence form completed in the office, at least five days prior to being gone. Only five days of family vacation will be excused by the principal each school year. Pre-arranged absence forms will be placed in students' cumulative files.

Tardies

It is important that children arrive on time for school. Children are tardy if they are not in their classrooms by 8:00 am. A tardy child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities.

When it is unavoidable and a child is tardy, he/she must sign in at the office before going to class. Parents must park and escort their children into the building if they arrive after 8:00. The office will make sure he/she is removed from the absent list. The student needs to take an admit slip to the teacher. There are no excused tardies. The office will determine if the tardy bell needs to be extended due to weather conditions or unforeseen circumstances.

Excusing Students Early from School

Parents may request that students be excused from school prior to dismissal. Parents are asked to send a note stating who will be picking up the child and at what time. Parents, guardians, or their designees are to ALWAYS check in at the office. The office will call the classroom requesting that the teacher send the child to the office. If a parent should come directly to the classroom wanting to pick up the child, the teacher must send the parent to the office rather than releasing the child.

Attendance Intervention

Parents are notified of Colorado State and D11 attendance policy via the "Attendance Expectations" letter sent home in the Back to School packet. Parent sign this, stating they have read and understand the policy. The attendance policy is reviewed at parent/teacher conferences for all students.

When a student has missed school for five days, the school sends a courtesy notification email on behalf of the administrators and documents the communication.

When a student has ten or more absences, the school will send a letter to parents on behalf of the administrators instructing parents to schedule a meeting to discuss the potential consequences of truancy and ensure an

attendance contract is in place. *Failure to attend a mandatory attendance meeting may result in a home visit by the administrative team.*

If non-attendance continues to the point of four unexcused absences in a month or 10 unexcused days in a school year, a letter of noncompliance is issued from the district, and the principal may begin the truancy process by arranging a meeting with Student Engagement and Support to begin the court process.

Types of Absences

Every case is unique and the procedures listed above are a guideline. We do take into account family emergencies and pre-arranged absences.

Chronic Absenteeism: Chronic absenteeism occurs when a student misses 10% or more of any marking period, whether excused or unexcused (for example: four days in a quarter).

Excused Absence: An absence due to temporary illness, doctor's appointment, or serious illness or death of a family member. Students must go to the teachers and request make up work immediately upon their return.

Habitually Truant: Truancy is considered habitual when a student misses four unexcused days in a 30-day span or 10 unexcused days in a school year.

Pre-Approved Absence: A pre-approved absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. Students will be required to obtain assignments from missed classes and have an approved request form completed prior to leaving school.

Principal Discretion: The principals can determine or change an absence from excused to unexcused, or from unexcused to excused.

Unexcused Absence: An absence in which the student is out of school that does not qualify as excused or pre-approved. Taking "personal" days for non-health-related reasons are unexcused absences.

Tardy: When a student misses instructional time due to being late

Extended Absences: If a parent informs the principal that the student will be missing school for three days or more for a planned event, the principal may change these absences from unexcused to excused. The teacher can indicate what make-up work the child must complete. The teacher is not required to replicate the learning experiences that will be covered in the classroom. Tasks such as completing a book with a response log, maintaining a written journal, and completing math worksheets may be given.

BULLYING

Not all aggressive or negative behavior is necessarily bullying. As a parent, you should know the definitions. Sometimes, it's a fight, or teasing, or a bad day. Not every child will be a best friend to every other child. But we can all be civil to each other.

What is bullying? The Center for Disease Control defines bullying as unwanted aggressive behavior by another youth or group of youths that involves a power imbalance and is repeated multiple times. Intimidation is defined as threats of physical violence. Harassment is a purposeful act which causes physical or mental harm. This includes acts that are motivated by race, religion, national origin, gender, sexual orientation, disability status or other characteristics.

Additionally, in school, bullying as an act that harms a student or damages a student's property; has an effect that substantially interferes with a student's education; or it must substantially disrupt the orderly operation of the school.

What wouldn't be considered bullying? A disagreement between two students that escalates into a fight; a child not being invited to a birthday party; a child being teased about his/her shoes.

Sometimes a behavior is a *misbehavior* rather than bullying. At our school, we want to know about misbehavior when it happens so we can problem solve with children and teach our students skills and tools to get along. Students at Scott are expected to treat each other with respect and civility. If you have a concern about misbehavior or bullying, immediately inform your child's teacher so the school can respond.

BUS INFORMATION

Bus students must ride their regularly assigned bus and get off at their regular bus stop. Bus schedules are available online on the district website.

Bus driving is a unique responsibility. Drivers are charged with the safety of the precious cargo of 60 lives. Students should recognize the pressure placed upon bus drivers and give them respect and cooperation. Riders must comply with the directives of bus drivers in keeping established rules and guidelines. D11 Transportation will notify parents of bus infractions. Repeated violations will result in a possible suspension of bus privileges.

CAPTURING KIDS' HEARTS

Scott uses a national program called "Capturing Kids' Hearts." The primary focus of Capturing Kids' Hearts is to develop healthy relationships between members of a school's educational community and to teach effective skills that can help participants. CKH dovetails nicely with our PBIS program in building a positive, respectful, and restorative school culture.

CARE OF PROPERTY

Students are held responsible for the loss of, or damage to, textbooks, library books, technology, and school property. According to district policy, the full cost of these items will be collected. Students are also expected to care for our school grounds by staying on sidewalks, treating plants properly, and playing only in designated areas.

COMMUNICATION BETWEEN SCHOOL AND HOME

We believe that communication between school and home is vital. To support this belief, we use numerous methods to keep the flow of communication going both ways:

Back to School Night: This night is planned early in the year to give parents an opportunity to meet their child's new teacher and see the classroom.

Weekly Wolf Call: As a school, we send a weekly email update with important dates: we call this the "Weekly Wolf Call." Please ensure that your email address is up to date in Q and you are signed up for the D11 Loop so you will get this communication.

Classroom Communication: At the classroom level, teachers may send home newsletters and/or e-mails on a regular basis.

Scott Website: The Scott website is your first place for information. All communication and happenings are posted regularly on this site. Classroom teachers may also have a website that communicates classroom information.

Phone: The school phone number is 719-328-6200. It is not generally possible to contact a teacher immediately, except in an emergency. During the school day, phone calls to teachers, other than emergencies, will be transferred

to voice mail. Students may use classroom phones only with the permission of the classroom teacher. Student use is limited to emergencies and school business. Please help by seeing that your child has homework, books, and supplies. After school plans should be arranged before coming to school. The office phones are available to students only for emergencies. To help students learn responsibility and plan ahead, we let them use the school telephone only for urgent problems.

Should unforeseen circumstances arise, parents may call the school office before 2:00 p.m. and leave a message for their child. These messages will be delivered during the last 20 minutes of the school day.

E-Mail: Parents may contact staff through e-mail. D11 school employee e-mail addresses follow this pattern: First.Last@d11.org. During the workweek, staff members read their e-mail at least once a day and respond within 24 hours.

Parent Conferences: One parent-teacher conference is held for all students during the year in October. If you are unable to attend a scheduled conference, a phone conference will then be scheduled. Parents may also meet with a teacher at any other time during the year upon request.

Parent Involvement: Parents are involved in a variety of programs including serving on the PTA Board or committees and the SAC, assisting with fund raisers, yearbook, and school spirit assemblies. In addition, there are many opportunities to volunteer in classrooms, library, or other areas as needed. Any amount of time you have to volunteer is appreciated!

Parent Visitation: Our parents have an open invitation to visit the classrooms of their children. Please contact the teacher prior to your visit to ensure a mutually agreeable time. Visits should be limited to 30 minutes.

Reporting to Parents: Quarterly report cards are available online through Q. Mid-quarter notices of unsatisfactory progress may be sent home as the need arises.

Student Records: All student records are kept in the office. If you plan to move, please notify the school office one week in advance so they can be processed for the move. We will send records directly to the student's next school. If you are going overseas, notify the office if you would like to hand carry the records.

School Visits from Friends and Relatives: We cannot allow students to have visitors in their classrooms other than their parents. Relatives and friends who do not attend Scott may not come to school unless a special event has been planned.

DISCIPLINE

We focus on the rights of the learner and we recognize that every student has a right to learn in an atmosphere that is safe, conducive to the learning process and free from unnecessary disruption. Every student is expected to follow accepted rules of conduct and to show respect for and obey the persons in authority in the schools.

DRESS CODE

Modesty, cleanliness, neatness, and appropriateness are the standards, which should be observed by all students in their personal dress and grooming. Each student is expected to follow these guidelines:

- Any clothing, accessories, or body adornments that interfere with or disrupt the educational environment are unacceptable.
- Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.
- Parents of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal.
- Hats, caps, or visors may be worn outside only.

- No see-through, mesh clothing, halter tops, oversized tops, tube tops, strapless tops, spaghetti strap tops, low-cut blouses or shirts, or any other clothing which might reveal a large portion of the body are allowed. Bare midriffs are not to be shown and low-rider pants are not allowed.
- Students are permitted to wear shorts, skorts, skirts, and dresses that are fingertip length.
- Acceptable footwear is required to be worn at all times. Students need to wear appropriate footwear for gym class and for cold weather.
- Clothing that contains pictures, emblems, or writings that are suggestive, lewd, offensive, vulgar, or obscene, that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substances that are associated with gangs, or that promote racism are prohibited under district policy.
- Special days are designated throughout the year to build class or school spirit and students may dress accordingly.

Violation of Dress Code: If the principal or assistant principal determines that a student's grooming violates the dress code or presents a safety concern, the student will be given an opportunity to correct the problem by having a parent or designee bring an acceptable change of clothing to school. The student will remain in the office until appropriate clothing arrives. The student will return to class once he/she is wearing acceptable clothing.

One simple guideline to consider: if you are questioning whether apparel might be unacceptable, don't wear it to school. Each year there are a few things, including some fads, that appear at school. These are not listed nor do these regulations cover all problems that may arise. When any fad creates a disruption to the learning environment, the school administrators will follow the steps listed above.

EMERGENCY INFORMATION

All addresses, phone numbers, and emergency contact information must be current at all times. Please notify the school office immediately of any changes. In an emergency, if we are not able to reach a parent or an emergency contact, we must call 911 for emergency medical care.

ENROLLMENT REQUIREMENTS

New student enrollment takes place at neighborhood schools from August 3 through the end of May. During the month of July new kindergarten through 8th grade students can enroll at the District 11 Enrollment Office. You may access School Finder to determine your neighborhood school based upon your street address. For your convenience, you may complete the enrollment form online. Please complete the form and bring it with you when you come to enroll.

Kindergarten Registration: Kindergarten registration for the following school year begins online in February. The registration procedure includes the same steps listed above. By district policy, all students entering kindergarten must reach their fifth birthday on or before October 1st.

Requirements for Enrollment: When a student enrolls at Scott, all paperwork must be completed before the student may begin attending. Please do not expect to register your child and have him/her start school the same day. We need 24 hours to allow the teacher time to prepare a desk, chair, and other classroom materials to create a welcoming first day experience for your child.

A parent or guardian must enroll a student in District 11. Along with a completed enrollment form for each student, you will need to bring the following:

- 1) Verification of child's birth date (birth certificate, passport or military ID)
- 2) Immunization records
- 3) Proof of residency
- 4) If student is not living with both biological parents, a copy of legal paperwork (custody/guardianship) may be necessary

- 5) If student has an Individualized Education Plan (IEP) for special education services, a copy of the current/latest plan
- 6) Name and address of student's previous school to request academic records

Colorado offers free full day kindergarten. Children entering kindergarten must be 5 years old on or before October 1 of the current school year. Pupils enrolling in a District 11 school for the first time will be required to submit birth certificates, proof of immunization, and proof of address at the time of enrollment.

EXTRACURRICULAR ENRICHMENT OPPORTUNITIES

Scott supports and seeks enrichment activities outside of the school day for its students. We add activities as opportunities present themselves and adult advisors step forward. Staff and community members facilitate enrichment opportunities.

FIELD TRIPS

Teachers may schedule field trips that enhance classroom learning. Parents may be asked to cover the cost or a portion of the cost of these trips. Financial assistance is available for families who may need scholarships to cover field trip fees. A signed permission slip and release of liability form must be completed and returned for each individual field trip prior to going on school-sponsored field trips. Students may not go on the field trip if they have not returned their permission slips.

HOMEWORK

Scott's policy on homework shall be consistent with the needs and instructional level of the child. The following guidelines concerning homework will be observed:

1. Homework must be suited to the needs, interests, and abilities of the individual child.
2. Homework should never be used as a substitute for good teaching (material should be taught before sending it home for students to do).
3. When written homework is given, a reasonable time limit should be set for completion.
4. Homework over holidays and weekends is not recommended.
5. In assigning homework, the teacher should keep in mind that the child may be involved in meaningful activities outside the classroom.
6. Care should be taken that homework assignments avoid meaningless, repetitive experiences and busy work.
7. Homework should never be used as punishment of a child.

It should be remembered that elementary students, because of their age and level of maturity, can handle only so much in the way of study/formal learning activities in a day's time. For many, the six-hour school day alone may be pressing the limits of their endurance and interest. By way of a general guideline, homework assignments should be given that will take no more than ten minutes per grade level (for example, second grade students should be limited to about 20 minutes of homework). Remember that this is a general recommendation. Parents can help by showing interest (but should not do it for them), encouraging children to complete the work, providing a suitable study environment, keeping positive, and avoiding undue pressure.

Daily independent reading is the top homework priority.

IMMUNIZATIONS

Immunizations are an important part of our children's health care and Colorado law requires that children attending childcare or preschool be vaccinated to prevent vaccine preventable disease.

INSURANCE

Please note that D11 is not generally responsible for the cost of treatment for injuries received at school. The district has liability insurance for accident only if the school is found to be negligent. At the beginning of the year, all students are given applications for a voluntary insurance program. This is a very low-cost accident insurance and provides important protection should your child be injured at school. If you do not have insurance or wish additional insurance, please take advantage of this program.

LIBRARY BOOKS AND MATERIALS

All students have access to the library each day. In order to continue to provide quality materials for all Scott students, please make sure all library books are returned or paid for if lost or damaged.

LOST AND FOUND

We generally accumulate a very large selection of lost and found items. The lost and found is located in the cafeteria. Please clearly label all personal items (coats, gloves, backpacks, clothing, lunch boxes, and school supplies). Small items such as glasses, jewelry, keys, money, etc. are kept in the office. Children should not wear valuable jewelry or clothing, bring large amounts of cash, or other costly items to school. Toys should not be brought to school. School personnel cannot be responsible for loss or damage to personal items. Please check lost and found regularly. At the end of each month, found items will be displayed to assist students in claiming them. Unclaimed items are then donated to charity.

LUNCH

Hot lunches, including milk or water, are available every day. There are two lunch choices offered every day.

Children from families whose income is low may be eligible for free or reduced price lunches. To apply at any time during the year, check with the school office.

Payment for Lunches: Students may always pay cash for lunch or just milk. Any amount of money can be deposited into this account. Every time the child goes through the lunch line, this account is automatically debited. To pay for lunches using a credit card, please go to “My School Bucks” online.

Lunches from Home: Students may bring lunch from home, including a beverage. They may also buy milk or water at school. Food should be ready-to-eat as we cannot microwave or prepare any food for students.

Student Allergies: We designate a nut-free table in the dining room. Please notify the school office and the classroom teacher if your child has this need.

HEALTH INFORMATION

Students who become ill at school are sent to the health clinic for observation. Your child will need to be picked up immediately if an elevated temperature is present, or if your child vomits at school. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. It is recommended that if a child has vomited in the last 24 hours, or had a fever, he/she stay home sick for the day out of respect for teachers, students, and families.

Injuries are handled in a similar manner. The school will administer basic first aid, but if there is any question as to the seriousness of the injury, parents will be notified immediately.

Scott Elementary has many students with life threatening allergies. Please check with your child’s teacher before bringing any food to school to share with other students.

Keep in mind public health rules designed to safeguard children:

1. Stay at home with a severe cold for several days.
2. Do not come to school with a fever.
3. Do not come to school if unable to participate in both indoor and outdoor activities, including PE and recess.

MEDICATION

School personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician. Students are not allowed to have any form of medicine (Tylenol, cough drops, etc.) in their possession at school.

MONEY

Any money sent to school should be in an envelope with the student's name, teacher's name, and purpose. Please use checks or exact change, as the school does not have the means to make change. Please do not send large amounts of cash to school with your child.

PARENT ORGANIZATIONS

The Scott Parent-Teacher Association (PTA) is a chapter of the El Paso County PTA, Colorado PTA, and National PTA. Its purpose is to promote positive relationships between our parents, students, and staff, sponsor school events, and raise funds for school projects. An elected board governs PTA.

The Scott School Advisory Council (SAC) is comprised of parents and staff who assist in defining Scott's school improvement goals, monitor school safety, and develop plans to increase student achievement. SAC by-laws require at least quarterly meetings; however, the Scott SAC typically meets monthly.

Monthly PTA general membership meetings and SAC meetings will be listed on the Scott community calendar on our website. All are invited and encouraged to attend!

PARTIES (BIRTHDAY/CLASSROOM/SCHOOL)

The regular school parties are Halloween, Winter, Valentine's Day, and End-Of-The-Year. Parties are arranged by the teacher with the help of parent volunteers. If you have objections to your child participating in any aspect of these parties, please contact the teacher for special arrangements.

To maximize instructional time, birthday celebrations are held during the last 10 minutes of the school day (2:20-2:30 pm). Please limit birthday treats to "quick and easy" five-minute healthy treats (e.g., cookies, Rice Krispy treats, brownies). Beverages are discouraged. If you are planning to bring a treat for the class on your child's birthday, please let the teacher know in advance to ensure that there are no children with food allergies affected by your food choice.

Invitations to private parties should not to be distributed at school in a manner that publicly excludes uninvited students. By law and district policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

PLACEMENT POLICY AND PROCEDURES

One of the most important responsibilities of the staff each year is to assign students to classes for the next school year. The ultimate goal of student placement is that each child be placed in the best possible learning environment,

taking into account academic strengths and areas for growth, work habits, interpersonal relationships, and social/emotional development in establishing balanced classes.

This process takes place in the spring. Should a parent feel that a child's placement is inappropriate; a request in writing should be made to the principal. Unless considered a safety concern, no change of placement will happen during the first six weeks of school and a change of placement during the school year will be very rare.

We take class placements very seriously at Scott and use a collaborative process to set everyone, staff and students alike, up for success. Initially, the attempt is made to match the developmental/instructional needs and behavioral traits of each student to the particular teaching style and capabilities of the teacher.

Parents have the opportunity to fill out a questionnaire to provide input for student placement in terms of what learning environment would best suit their child. As a rule, parent or student preference for a particular teacher are not sought. All too often it is evident that such preferences are based on biased and unfounded misrepresentations and rumors of a particular teacher's character, classroom discipline, grading system, and/or homework assignments. Any request by name will only be honored when a reason, considered to be valid by the administration, is given. However, given the above-stated criteria, reasons for such requests should be scrutinized carefully.

Likewise, teacher preferences for a particular student are also not sought. We should be able to place any student in any class and be confident that the child's needs will be met.

The team's ultimate goal is to create a balanced and highly functional learning environment for each classroom, based on the skills, needs, and attributes of the students. The grade level team joined by administrators, social workers, SPED/GT, and a specials representative, determines class assignments for the following year.

Class placements are finalized before the end of the school year, and students have the opportunity to meet their teachers on our transition day (the last Friday of the school year). Final decisions concerning class placements are at the principal's discretion.

In early August, newly enrolled students will be added to class lists. This process will be overseen by the principal who will consult with grade level teachers and support staff as needed.

Final approval of student placement and assignment of teachers rests with the principal.

Other Placements:

As additional students move into the Scott attendance area during the school year, these students will be placed in classes by the principal. In making these placement decisions, the principal will gather as much information as possible about each new student. Input from receiving teachers about their classes will also be used, and the placement criteria will be applied.

RECESS

Recesses are scheduled as part of the regular school day. This time serves as a break for students and teachers. As a general rule, if your child is too ill to go out for recess, he/she should be kept at home. Students unable to participate in PE or recess for medical reasons should have a signed doctor's note with specific instructions. Students are kept inside during inclement weather conditions.

Children go outside unless there is precipitation, lightning, or the temperature (with wind chill considered) falls below 18°F. Students must wear a coat if the temperature falls below 40°F. Per district policy, recess will be shortened or cancelled whenever lightning exists in the area.

REPORT CARDS

The chief purpose of reporting student progress to parents is to provide the information necessary for a solid working relationship between school and the home in guidance of the student. Report cards will be sent during four reporting periods: October, December, March, and May.

SAFETY AT SCHOOL

We welcome visitors to Scott and we want our students and staff to be safe. All doors are kept locked during the school day. The front door has a video camera on it with a buzzer that rings into the office. An office staff member will speak to everyone through the intercom and ask them to identify themselves and their purpose for the visit. Then they will be buzzed in and will report to the office to check in.

To ensure that we know who is in the building at all times, we require everyone entering the building during the day to use the front door, check in at the office, and wear a visitor badge during their visit. Please do not seek access at any other door. When staff members are unsure of the identity of a visitor, we ask for identification.

Scott has emergency plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills. Note that if a drill is in progress, we cannot allow students to be picked up until the drill is over.

SCHOOL RULES

Every student has a right to learn in an atmosphere that is safe, conducive to learning, and free from unnecessary disruption. At Scott, all students are expected to follow school rules governing classroom, hallway, restrooms, lunchrooms, playground, and bus behavior. Classroom rules vary from teacher to teacher. Generally, classroom rules are designed to maintain an orderly classroom atmosphere that promotes work completion, concentration, and learning.

To maintain a safe and healthy atmosphere for everyone, students will be expected to follow the WOLF Way:

W = Work and play safely.

O = Own your learning.

L = Lead with empathy.

F = Focus on success.

SCHOOL SUPPLY LISTS

Colorado Springs School District 11 provides each student with a basic supply kit. The Scott website lists additional supplies suggested by teachers to help enhance your student's educational experience. Please let your child's teacher know if your family needs help.

SNACKS

Teachers will determine a snack time either in the morning or in the afternoon. Students may choose to bring a snack to eat at this time. In order to promote healthy eating habits, we encourage kids to bring snacks that are nutritious. Granola bars, fruits, veggies, nuts, cereal, etc. are fine. "Sweets" such as cookies, candy, chips, and cake should be saved for dessert at lunchtime. Snacks should not include beverages or food that needs to be microwaved.

SPECIAL EDUCATION SERVICES

D11 offers special programs for students with learning, speech/language, and emotional and physical disabilities. If you believe your child needs the services of these programs, please contact your child's teacher for more information.

SPECIALS

Specials programs are provided to students on a rotating basis in kindergarten through fifth grade five days a week for 50-minute sessions. Our specials include art, music, PE and STEAM. Technology is integrated throughout the

school day across content areas, so that it becomes a tool for students to create and learn instead of being an add-on. Students and teachers also utilize our beautiful Outdoor Learning Center (OLC) for lessons.

SUPPORT STAFF

We have interventionists who support teachers and students with instruction, differentiation, and intervention. These students may be advanced, learning English as a Second Language, or struggling with reading or math.

STUDENTS' PERSONAL PROPERTY

Problems often arise when articles are brought to school that are hazardous or interfere with school procedures. Personal objects of value are to be brought to school only during special occasions when a teacher has given permission. The school provides playground equipment.

Please do not allow your child to bring any toys or sports equipment to school. These items are often lost and may interfere with classroom instruction. Individual teachers or the PE teacher may make special arrangements for certain events. We cannot be responsible for any loss or damage to students' personal property.

TRANSFER OR WITHDRAWAL OF STUDENTS

Please let us know if you move out of our boundaries, as your child will need to transfer to his/her new school. There is a withdrawal form that requires a parent's signature. It is important that your child returns all school-owned books and materials and closes out any lunch account. We will release records to your child's new school once all materials have been returned or paid for.

VIDEO RESOURCES

D11's policy regarding the use of video includes these salient points:

- The use of video resources solely for entertainment purposes during instructional time is not acceptable- films must have an educational purpose.
- G films may be shown to all grade levels.
- PG films may be shown to fourth, fifth, and sixth graders if parent permission is given.
- If the rating of a film is unknown, the film may not be shown.

VOLUNTEERS

Parent volunteers are always welcomed and needed in our school! Volunteers work in the classroom with small groups of students or perform clerical tasks at school or home. Volunteers help in the library or with special events such as field trips. Volunteers help with school-wide PTA events such as family nights, carnivals, dinners, etc. Please contact your child's teacher or the front office if you are able to help.

WEATHER

Snow can create confusion for all of us when it affects the school schedule. Decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in other areas of the district, but icy in our neighborhood. For this reason, it is important to listen to major radio or television stations on bad weather days. The superintendent will make a decision by 5:30 am regarding school closure or a two-hour late start. You may also check the D11 website.

Parents must complete and return an "early dismissal plan" for each child. Please update these plans as family information and/or circumstances change.

- Parent should periodically remind their children of early dismissal instructions.
- Parents are responsible for listening to local media to determine closing status.
- On late start days, before school activities are canceled.
- Buses run two hours late. As usual, students should not be at school before school starts.

- If it is necessary to close schools early, the decision will be made by 11:00 am and will be announced in the same way. School will then close two hours early.
- Please do not call the school. Do not plan on students using the phone to contact parents. District phones are overloaded on bad weather days and are not dependable.

Students are allowed in the building 10 minutes before school starts if weather conditions are poor, precipitation, or temperatures below 18° (including wind chill). When weather is severe, parents may choose to keep their children home even if school is open. You must call the attendance line to excuse the absence.

WHEELS (Bicycles, Scooters, Inline Skates, Skate Shoes, Skateboards, etc.)

Due to high volume of traffic on Whetstone Drive and the school driveway during arrival and dismissal times, we advise that students do not ride their bikes to school. However, ultimately it is the responsibility and decision of the parents to determine whether or not to allow their children to ride to and from school. If your child does ride a bike to school, he/she must obey all safety/traffic rules, wear a helmet, dismount once he/she reaches school property, and walk his/her bike on the sidewalk to the bike rack. Please park and lock bikes immediately upon arriving at school. For the safety of all students, rollerblades, skateboards, scooters, and bikes should not be used on school property.

YEARBOOK

Scott PTA produces a yearbook, which includes class pictures as well as pictures of school events. The yearbook may be ordered in advance and will be available in late spring.