



SKYVIEW

SCHOOL OF **STEM**

Skyview School of STEM

Handbook

The purpose of this handbook is to provide information regarding Skyview School of STEM, including safety, policies, and procedures for our school community. The Weld Re-4 School District policies and regulations (including but not limited to those in the District's Student Rights and Code of Conduct booklet) also apply at Skyview School of STEM. This handbook may reference District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook.

Skyview School of STEM

Main Phone 970-678-8500

Fax 970-686-8501

Website: www.svweldre4.org

Office Hours: Monday – Friday
7:30 a.m. – 4:00 p.m.

School Hours

Preschool

Tuesday – Friday

Morning Students 8:05 a.m. – 11:05 a.m.

Afternoon Students 11:55a.m. – 2:55 p.m.

Full Day Kindergarten through Fifth Grade

Monday-Friday 8:05 a.m. – 2:55 p.m.

Bus Dismissal 2:47 p.m.

Part Time Kindergarten 8:05-2:55 two days
a week and 8:05-11:05 on Fridays

Important Numbers:

Skyview Attendance Line 686-8505

Weld Re-4 District Office 686-8000

Transportation 686-8060

Skyview School of STEM Staff

Principal	Tammy Seib
Assistant Principal	Kirsten Richard
Learning Coach	Teri Romshek
Office Staff	Nikki Seaman, Judi Greenfield
PreSchool	Lisa Hess, Katie Reina
Preschool Aides	Carrie Skaare, Belinda Nunez Marquez, Misty White
Kindergarten	Karie Kraemer, Ashley Stringham, Brooke Hicks
1st Grade	Rebekah Biermann, Kim Burns, Roxanne Visconti
2nd Grade	Kirstie Conradson, Kristi Henritze, Brittany Hill, Brooke Sewell
3rd Grade	Joleen Garcia, Dan Harrison, Wendy Rauh
4th Grade	Kiera Mekelburg, Abby Seen, Marissa Jordening
5th Grade	Emily Bradley, Meghan Scheer, Lindsey Ford
Special Ed	Emily Hood
SOAR Program	Ginette Auton, Kendra Jacoby
Art	Beth Hay
P.E.	Jeremy Weaver
Health Aide	Jennifer Tafoya
School Nurse	Christine Lichtenberg
Music	Deanna Elkins
Gifted & Talented	Kendra Jacoby
STEM Coordinators	Teri Romshek, Kendra Jacoby
Literacy Specialist	Cheryl Foster
Counselor	Heather Taylor
Psychologist	Gavin Thorne
Speech Language	Lori Moser, Bronwyn Collins
Occupational Therapy	Aline Beyrouti
Instructional Aides	Robin Bosso, Ginger Bowers, Linda Jones, Sara Neurohr, Priscilla Porter, Barb Ellingson, Crystal Hudson
Nutrition Service	Irma Balderrama, Erin Marsh
Maintenance	Amy Waterman, Vance Steinbrecher

Skyview School of STEM

General Information

Attendance

Absences

If your child will be absent from school please call the school attendance line (686-8505) before school starts. Please include the following information in your message: child's name, teacher, date of absence(s), and reason for absence. As a safety precaution we will call home, a parent's place of employment, or emergency contacts if we do not have confirmation of an absence. Student absences are divided into two categories: excused or unexcused. The determination of an absence as excused or unexcused ultimately rests with the building principal or designee. The following guidelines apply:

- Excused:
 - Illness, injuries, death in the family, doctors, dentists, etc. appointments (please schedule these at times other than school hours if at all possible).
 - Parent request: the office is presented with a request from the parent before the absence. We ask that these be kept to a minimum. If the absence is a vacation, the school needs to know in advance.
 - Emergency: unavailable and critical.

- Unexcused:
 - Any absence that is unverified, repeated illness without a doctor's note, or any absence other than excused.

Attendance (School, District and State Policies)

Attendance at school sets a pattern for future life-long pursuits. Many learning strategies involve group processing, discussion in the classroom, and other interactive processes that can't be "made-up" in the traditional sense of homework. Good attendance helps to develop successful habits which lead to a positive and productive work ethic.

Students are expected to be in attendance at a rate equal or greater than 95% of each grading period. This percentage averages two excused absences per quarter for Weld Re-4 students. Excused absences shall include but not be limited to personal illness or injury, extended illness due to physical, mental, or emotional disability, or when in custody of a court or law enforcement authority. For additional clarification of excused and unexcused absences see Board Policy JE.

Extended absences of 5 days or more shall require the pre-approval of the principal. Proper verification from medical or law enforcement agencies may be required.

The principal shall monitor the attendance rate of all students. When the absence rate is significant and/or student achievement suffers, the principal will work with the student and family to increase the attendance rate. These interventions may include but are not limited to: student conferences, parent/guardian contact, behavior modification plan, penalties for nonattendance due to unexcused absences or referral for truancy to appropriate authorities.

Students who leave the building or grounds without the permission of the school office will be considered truant. The office will contact the parent/guardian of all truant students and notify the appropriate authorities.

Attendance Policies shall comply with Colorado Statutes. [C.R.S. 22-33-101, 22-33-104, 22-33-107, 22-33-108, 22-23-110(1)]

Appointments

Please try to make appointments on days when school is not in session, or after school. However, if appointments are required during the school day, be sure to notify the school office of the time the parent/guardian will be picking up the student. All students must be signed out and back in and be accompanied by a parent/guardian when leaving the building during school hours. If children are to leave with adults other than parents, the office must be notified first and the adult must present identification in the office.

Tardiness

A child is considered tardy if he/she arrives after 8:15am.

Behavior

Multi-Tiered System of Support

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous- improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students academically, socially, and behaviorally.

The key features of MTSS that assist us at Skyview in creating a positive learning environment are:

- Development of consistent school wide expectations that are taught to all students
- Creation of common language among staff and parents
- Focus on prevention of problem behaviors
- Creation of a support system for students
- Use of data collection to identify needs and progress toward behavioral goals

Students and/or classes are recognized for outstanding behavior by receiving wooden tokens with our school logo on it. Tokens are collected in the main hallway and count toward achieving a school wide goal. Once the tube is full, students earn a special reward.

By using the fundamental ideas of MTSS, we can create an environment where academic and behavioral success is achieved by all.

At the beginning of each year, our teachers establish fair and consistent expectations with students and review school regulations. Each child knows and understands the rules and is aware of consequences for unacceptable behavior.

Student behavior violations that constitute an office referral involve:

Defiance of school authority or willful disobedience

Disruptive and dangerous behavior that infringes on the safety and educational rights of others

Bullying *

Fighting or assault

Harassment/Discrimination

Stealing or vandalism

Possession of a weapon or weapons facsimiles

We believe that every opportunity at Skyview is a learning opportunity. Students will be given opportunities to problem solve, discuss, and make positive behavioral choices. If necessary, consequences for inappropriate behavior or violations of the student code of conduct include:

Removal from classroom
Loss of recess privileges
School community service
Loss of field trip or other privilege
Contraband items retained
Restitution
After-school detention
In-school suspension
Out of school suspension
Expulsion

**Definition of School Bullying: Any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.*

Discipline and Student Conduct

Student discipline policies are included in the Weld Re-4 Student Code of Conduct handbook. This handbook is distributed yearly to parents upon registration. Please read and familiarize yourself with these policies.

Conflict Resolution Strategies

The Skyview staff believes that students can handle disagreements with other students in a positive manner. To this end, Skyview students receive training in conflict resolution strategies.

Before and After School

Arrival

Students may arrive at school as early as 8:00 a.m. and go directly to the playground. Students will not be permitted on the playground prior to 8:00 am. Students eating breakfast may enter the school at 7:45 am and go directly to the cafeteria.

End of the Day

Students need to be picked up no later than 3:05. Students not picked up by that time will come to the office and wait for a parent or emergency contact to come into the building and check them out. For safety reasons students are not permitted to stay after school and play on the playground. Students must go home first.

Student Safety To And From School

We are concerned about the safety of students coming to and going home from school. Safety is both a student and adult responsibility. Here is what you can do to help:

1. If your child walks to school, practice walking the safest route with him/her prior to the first day of school. Point out things to watch for and insist that they cross only at crosswalks instead of in the middle of the block. Encourage your child to walk on the sidewalks, not on the street.
2. If you drive your child to school in the morning please drop him/her off at the curb on the North/West side of the building (Pine Drive). This area is for dropping off and picking up only. Please do not park here. The morning traffic flow is such that all children can be dropped off on the building side of Pine Drive so they will not have to cross the street.
3. If you pick your child up after school, park on Pine Drive between 10th Street and Stone Mountain Drive. If you park on the west side of Pine Drive, we request that you and your child use the crosswalk. Adult supervision is provided in this area as a courtesy.
4. If your child rides a bike, encourage good habits. Bike riders need to walk bikes when they

are on the sidewalks. They also are to ride on the right side of the street with traffic and obey ALL traffic signs and signals. We encourage children to wear helmets when riding their bikes.

Before And After School

Students should not arrive at school before 8:00. Students will not be allowed on school grounds prior to 8:00 a.m., as there is no adult supervision before 8:00. Time before school starts should not be considered a supervised recess. Our responsibility legally begins at the time school starts. Supervision before school is limited and serves the role of courtesy rather than requirement. We want all students to arrive on time ready to learn. We would appreciate parents' cooperation in monitoring the time their student leaves for school. After school, students shall go directly home. There is no adult supervision in the playground area; therefore no one will be allowed to play in this area until after 3:15. This includes parents/families picking their child up from school. You will be allowed back on the playground after 3:15 to use this area. The reason for this is to help staff facilitate the process of students being picked up. Any students not picked up by 3:05 will be brought into the office. These students will not be allowed to leave the office until a parent or designee arrives in the office to pick up the child. We also ask that you not bring your family pet onto school grounds for safety reasons. Thank you for your support!

Asking To Be Admitted After School Hours

Students will not be permitted re-entry to the building after dismissal in the afternoon to get forgotten items such as homework, lunchboxes, coats, etc. We all need to be proactive and help each other follow this school rule. This rule is important for several reasons. It helps us all teach and learn responsibility. We also enforce this rule for safety of our students, our building and those who work here. Please reinforce with your child the habit of leaving school with everything needed until the next day.

With this said, we also understand that we all forget things from time to time. Students will be given one late pass per semester for a "Day of Grace". This pass will allow students one extra day to hand in any assignment that they forgot the day before. After their "Day of Grace" pass has been used for the semester, the student will have the classroom consequence for handing in late work.

Bus Conduct

School Bus Behavior

The school day for transported students begins when he/she enters the bus and ends when they leave the bus. The school bus driver is responsible for the health, safety, and welfare of all passengers.

Students of all age groups are obligated by the expressed privilege granted by the Board of Education to ride the public school bus, and to obey and conform to the safety and behavioral rules of the school district.

Parents are obligated to instruct their children to cooperate with the school bus driver (as they would teachers) in accordance with the safety and behavioral rules of the school district:

- Follow the bus driver's directions.
- Be in your assigned seat when the door is closed and remain there until the bus has come to complete stop.
- Keep hands, feet, books, objects to yourself. Do not extend or throw anything out of bus windows. Do not litter or damage the bus and its equipment.
- No swearing, rude gestures, cruel teasing, or putdowns. No talking at railroad crossing.
- ALL GLASS CONTAINERS—or open food and beverages are prohibited on the bus. Use of tobacco in any form is not permitted.

- Any persons riding the bus shall have the approval of the Transportation Supervisor or Building Administrator before boarding.

Teamwork among students, drivers, teachers and parents will enhance the safety of everyone who chooses the privilege of riding the buses.

Celebrations

Parties and Holidays

Party and holiday celebrations will be scheduled around instructional priorities. Birthday parties need to be scheduled with the classroom teacher. Students will be honored on/near their birthday and families may bring treats for the class at the designated time.

Invitations

Students are asked to pass out party invitations outside of the school setting unless they are inviting the entire class.

Closure Due to Severe Weather Conditions

Please listen to one of the following radio stations between 6:15 and 6:45 a.m. for school closure information:

- KFKA 1310 Greeley, K-99 Windsor, TRI102 Windsor, KCOL 1410 Fort Collins, or Cable TV Channel 24
- Information will be posted on the district website: weldre4.org

District Information

Standards and Performance Levels

The Board of Education shall adopt from time to time performance standards as required by state statute, accreditation, and Colorado Department of Education (CDE) rules and regulations. These content standards shall meet or exceed the state model content standards for student learning.

The board adopts the following performance levels for standards in the district:

Advanced: this performance is exceptionally high and demonstrates superior depth, analysis, originality and/or elaboration.

Proficient: this performance demonstrates secure mastery of all fundamental aspects of the standard.

Partially Proficient: many aspects of the standard have not been achieved and there is insufficient evidence for mastery of the standard.

Unsatisfactory: most aspects of the standard have not been mastered and there is little demonstration of evidence of mastery of the standard.

State Reporting

The principals of each school in the District shall submit annual written reports to the Board of Education concerning the learning environment in their schools each school year, as required by law. Each principal's report shall include (1) the total enrollment for the school; (2) the average daily attendance rate at the school; (3) dropout rates for grades seven through twelve, if such grades are taught at the school; and (4) the number of violations of the Code of Conduct and Discipline broken down as to type of violation and type of discipline, as required by law, and noting which violations and discipline involved students with disabilities.

The Board of Education shall annually compile the principal's reports from each school in the District and submit its compiled report to CDE, as required by law. The Board's compiled report shall also include the average class size for each school in the District, calculated as the total number of students enrolled in the school divided by the number of full-time teachers in the school. The Board's compiled report shall also be made available to the general public, but not in such a way as to disclose confidential personally identifiable student information in violation of state or federal law.

Bullying

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all District property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the District or one of its schools, and off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event. All administrators, teachers, classified staff and students share the responsibility to ensure that bullying doesn't occur. See JICK in the Weld Re-4 Code of Conduct.

Use of Tobacco on School Property

Use of tobacco on the school property is restricted by Weld Re-4 Board of Education Policies JKD/JKE which states that students are prohibited from use and/or possession in any form on the school premises. Evidence of use and/or possession of tobacco is sufficient to notify the student's parents of the use and enforce consequences pursuant to Policies JKD/JKE.

You can find Policies JICH/JKD/JKE in the Student Code of Conduct Handbook.

Child Abuse Law

It is the policy of the Board of Education that this school district complies with the Child Protection Act.

To that end, any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Weld County Department of Social Services. School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

A.H.E.R.A

Weld Re-4 School district has completed the necessary inspection and management plans as required by the A.H.E.R.A. (Asbestos Hazard Emergency Responses Act) legislation. The Management Plans and Inspections Reports are available for each building at the offices of the respective school building or at the Administrative Service Center, 1020 Main Street.

Civil Rights

Weld Re-4 School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs or employment practices are required by Title VI, Title LX, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil right or grievance procedures, contact Dan Seegmiller, Superintendent, 1020 Main Street, Windsor, Colorado, 80550, (970) 686-8000 or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North

Speer Blvd., Suite 310, Denver, Colorado, 80204 (303) 844-2991.

F.E.R.P.A

The Weld Re-4 School District will comply with all aspects of the Family Educational Rights and Privacy Act (FERPA). In conjunction with such legislation, a parent or guardian shall be able to inspect and review the student's educational records. However, if a student is 18 years or older, the student may inspect his own records and written permission shall be necessary in order for parents or guardians to inspect them. Requests should be submitted in writing to the building principal who will make arrangements for inspection and review within three working days after the request has been made. No records shall leave the school building. However, upon request, one copy of the record(s) shall be provided to the parent or eligible student at a cost of \$1.25 per page.

Notice to Parents Regarding Sex Offender Registry

Colorado Statutes require that each public school in the state give parents a statement identifying where and the procedures by which they may obtain information about registered sex offenders. The responsibility for preparing this statement rests with the Sex Offenders Management Board. The Sex Offender Management Board has prepared a 20 page "School Resource Guide to Sex Offender Registrations." This document can be found in .pdf format on the Sex Offender Management Board's website at:

http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresoruceguideregistration.pdf

or the Colorado Department of Education Website at:

http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf

If you do not want to access this information via the above websites, a copy of this guide is available in the office of the principal.

Dress Code

Student Dress Code

We feel there is a direct relationship between students' dress, grooming and performance. Students should be clean and appropriately dressed for school. No apparel that advertises alcohol, smoking, drugs or harmful substances may be worn to school. Straps on tank tops and sundresses must be at least 2" wide. No bare midriiffs or undergarments may show. Shorts must reach fingertips when hands are down on sides. Hats/caps/scarves or bandannas are not to be worn in the building by boys or girls. Students may be sent home to change if their dress is not in accordance with these guidelines. We ask parents/adults/volunteers/visitors to be good role models for students and honor our above guidelines when on school grounds.

Parents are encouraged to support their child as they develop responsible habits concerning what they wear to school. Children should be prepared for cold or wet days for their personal comfort. The ability to stay warm and dry is a learned skill and one that is important to the conditions they must meet in a real-life situation. Most days all students will go outside on recess so we ask that you help them come prepared. Please work with your child to develop personal responsibility in this area.

Enrollment

Assignment of Students to Schools

The Board of Education endorses the neighborhood school concept and makes any decisions based on student population within the attendance areas of residence. Students shall attend school in the attendance area determined by their residence unless a request to attend another school is approved.

Notwithstanding the provisions of this policy, a student may be assigned outside his attendance area by mutual agreement of the principals in the special interest of the student and/or school.

Open Enrollment

Students within a designated attendance area shall have priority in registering in a particular school. Colorado resident and non-resident students may apply for open enrollment at a school of their choice within the school district subject to certain limitations:

Open-enrollment applications must be received by the Superintendent's office on or before March 1 for in-district open enrollees for the following school year, or October 1 for out-of-district open enrollees of the school year for which open enrollment is sought.

In-district students who move into and enroll after the March 1 deadline will have until August 1 to submit applications for the next school year.

Open enrollment request forms are available at the Administration Office located at 1020 Main Street, Windsor, Colorado, 80550.

For more detailed information about open enrollment please see Board of Education Policies JF, JFR, JG, JGR.

Health

Student Health and Illness

Your child's health and the health of all students are important to us. The following guidelines are recommended when you have questions about sending your child to school. Please keep your child home from school if she/he has:

- A fever of 101 degrees or greater. (They need to be free from fever for 24 hours without medicine.)
- A new rash on face, arms or trunk of body.
- A draining sore.
- Diarrhea or vomiting 12 hours prior to school.
- Head lice until treatment has been done.
- Strep throat. Your child must stay home for 24 hours after medication is started.

Medication

If it is necessary for a child to take medication at school, state law requires a medication form be filled out on all medications, including over the counter such as Tylenol, aspirin, cough syrup, and other similar products. **It is necessary to have the physician's signature and the parent's signature on the medication form.** The completed form and medication should be left with the school nurse, health aide, or office personnel. Under no circumstances can the school provide over the counter medicine to students.

District Inoculation of Students Policy JLCB

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements against disease unless the student has a valid exemption for medical, religious, personal or other reasons as provided by law. Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with the law.

Procedures:

1. No application for admission shall be complete without a certificate of immunization or a completed exemption form. Students may be exempted from immunizations if they have a signed medical, religious or personal exemption. All students must provide proof of immunizations to register or continue in school. If no immunization records are available, the student will not be allowed to attend school.
2. The district shall provide upon request an immunization form as required by the State Department of Health. The school nurse shall be responsible for seeing that required information is included on the form.
3. Students who are not up-to-date on immunizations will have fourteen calendar days to obtain the next required vaccines and submit a written plan for completion. An exemption may also be signed within these fourteen days.
4. The Weld Re-4 School District shall comply with all Colorado Statutory requirements regarding required immunizations and inoculation of students. Current requirements shall be available in the health room of all schools.
5. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the State Department of Health.
6. If no certificate of immunization is received during the period of suspension, the principal shall notify the superintendent and the superintendent will institute proceedings for expulsion.
7. Any suspension or expulsion under this policy shall terminate automatically upon compliance.
8. Record of any such suspension or expulsion shall be contained in the student's health file, with an appropriate explanation and not in the student's disciplinary file.

Homework Essential Agreements

At Skyview we define homework as activities that connect learning within the school to the outside world. We believe homework needs to be applicable, meaningful, affords students the opportunity to inquire about, discover, and explore their passions. Our teachers will strive to only assign homework that adheres to this belief. Specific information regarding homework will be shared by individual teachers.

Information

Updating Information

It is critical to the safety and well being of your child, that the registration information be completed in detail with updated phone numbers for places of parents' employment, and of adults who can be contacted if the parents cannot be reached by phone. If, during the year, a parent changes employment and/or phone number, the school office should be informed.

Lost and Found

Lost and found items will be located near the playground doors. Every effort will be made to return lost items to our students. It is important to mark your child's items such as clothing and lunch boxes. Unidentified and/or unclaimed lost and found items will be donated to a local clothing bank at the end of each semester.

Parent Information

Visiting School

We believe that there is no better way for the public to learn what schools are actually doing than by visiting. Parents and citizens shall have reasonable access to observe classes, activities, and functions at the school upon advance notice to, and authorization by, the school administrator's office. In order to assure that no unauthorized persons enter buildings with wrongful intent and that the educational process or other school operations are not disrupted, all parents and visitors to the schools shall report to the school office when entering, and must receive authorization before entering other parts of the building.

Parents are always welcome visitors at school. Such visits help give children a feeling of security knowing there is cooperation between parents and teachers.

Younger siblings and friends are not permitted to visit the classroom for the day. They are permitted to eat lunch in our school cafeteria with parent supervision. If you would like to eat lunch with your child, please call the office (686-8500) by 8:30 a.m. so that the cooks can prepare for you.

All visitors shall sign in at the office and receive a visitor badge to wear in the building. This procedure ensures a safe environment for our students and gives visiting parents instant recognition in the building.

When possible, please confer with the teacher before or after school. Children in classes are easily distracted by conversation between adults. Do not discuss a child's personal matters in his/her presence, as it may be embarrassing and harmful for her/him.

Parent Volunteers and Involvement

One of our goals is to maximize academic success for every child in a safe and orderly environment. To accomplish this, teachers need your help when you are visiting and helping in the classroom. Please observe the following guidelines:

- All parents, visitors and volunteers must check in at the office during school hours. There are no exceptions to this. In case of a building evacuation or child security issue, we need to know who is in our building at all times.
- Cell phones need to be turned off while in the classroom.
- Younger children should not accompany you if you are staying in the classroom for any length of time during academic time.
- Teachers are happy to discuss questions and concerns you have regarding your child. However, this needs to be done during non-instructional time so that learning is not disrupted and you can have quality time to talk. By leaving a message on a teacher's voice mail or email, teachers can return your call and set-up a time to talk with you.
- While in classrooms, you may observe unique behaviors of individual children. We need you to respect the rights of each child and be sensitive and considerate by not sharing stories about individual students in the community.
- All regular volunteers in a Weld Re-4 school are required to complete a background check, which will be facilitated at the main office. Volunteers will be sent an electronic invitation, and the background check will be completed by the hired company Verified Volunteers.

Parent Teacher Advisory Council (PTAC)

The purpose of this group is to support staff and students in their educational efforts, assist in developing school priorities, facilitate positive communication to our community, and offer suggestions for school improvement by identifying strengths and areas for growth.

All parents are welcome and encouraged to participate in our monthly cabinet meetings; time and

place will be communicated through Campus Courier emails and on our website. Quarterly informational meetings with topics specific to our students will be scheduled.

School Advisory Council (SAC)

Members of the School Advisory Council are asked to serve as an advisory board to the school. This group will make recommendations to the principal concerning school budget, student achievement, and overall functioning of the school. This group meets on a quarterly basis. If you would like to be involved, please contact the principal.

District Accountability Committee (DAC)

Skyview School of STEM provides parent representation to the District Accountability Committee. This group meets to address specific agenda items directed from the Weld Re-4 District School Board. The committee is advisory in nature and will give participants knowledge and understanding of the entire school district. If you are interested in becoming a member of this committee, let the principal know.

Recess

Children are expected to go outside for recess except during extremely cold weather, rain, or snowstorms. Even during cold weather the children may be taken out for a shortened play period. Students should be dressed appropriately for weather conditions, realizing that the weather in Colorado is ever changing, within a short amount of time. It's much more enjoyable when your children are dressed for the weather with boots, hats, scarves, mittens, warm coats, and sweaters. Dressing in layers is the key!

Safety

To and From School

We are concerned about the safety of students coming to and from school. Here is what you can do to help:

- If your child walks to school, practice walking the safest route with him/her. Insist they only cross at crosswalks.
- If you drive your child to school in the morning please drop her/him off using the designated drop-off area in the hug and go lane. If you need to enter the building, please use a parking space or you may park in the church parking lot off of Pine Dr.
- When picking-up your child after school, please use a designated parking spot while waiting. Do not double-park as this creates a safety hazard for children who may dart between cars. Additionally, it creates congestion and does not allow other cars to exit. Use the parking lot, if you need to leave your car to enter the building or you may park in the church parking lot off of Pine Dr.
- If your child rides a bike, encourage safe habits. Bike riders need to walk bikes when they are on the sidewalks and while on school property. All bikes will need to be parked and locked in the bike area by the back doors.

Safety Protocols

Our district adheres to the Standard Response Protocol developed by the "I Love You Guys" Foundation for safety response actions and procedures. Our students and staff are explicitly taught the procedures. Parents may be informed when drills are performed and/or actions are implemented. For more information, visit loveguys.org.

Bicycles/Skateboards/Rollerblades/Scooters

Skateboards, rollerblades, shoes with wheels, or scooters are not permitted at school for safety reasons and lack of storage space. To help ensure the safety of all students, we ask that if riding a bike to school, walk it while on school property. Bike racks are located near the outside back doors.

Visitor - Parent Parking

The parking lot for staff and parents is located in front of the building. Do not park against the curb, as this is a loading zone for students riding special buses. **Please park in designated marked areas only.**

When dropping off or picking up students, the cut-in location on the west side of the school building marked "Hug & GO" can be used for this. **No vehicles are permitted to park in this area.** All students are asked to enter and exit the building from this location for supervision and safety reasons. For safety reasons, please DO NOT drop off and pick up students from the parking lot.

Skyview Student Work Expectations

Work completion

Assignments serve a valuable purpose and promote a deeper understanding of classroom concepts. Accountability is necessary for progress. Students are expected to complete and hand in work all of the time.

Dealing with Incomplete Work

When work is not completed, teachers may have students:

- a. stay in from recess and complete the work
- b. assign the incomplete work as homework
- c. have students lose a privilege
- d. dispense other consequences as deemed appropriate by the teacher

Late Work

Late work is not accepted without a penalty. Penalties may include but are not limited to:

- a. staying in from recess to complete the work
- b. assigning the work as homework
- c. losing percentage points each day the assignment is late
- d. after one warning, receiving a zero for that assignment

Work Quality

We want Skyview students to demonstrate their best work at all times. Therefore, poor quality work is not accepted. If demonstration of learning is unsatisfactory and does not meet set standards and criteria, students will be expected to redo the assignment. Students will be expected to redo sloppy work in line with the expected standard. Sloppy work will not be accepted so as to discourage minimal effort from becoming habit. (At the intermediate level, the grades of the two papers will be averaged. Doing this gives students an opportunity to improve their score while serving as a reminder that they need to do their best the first time on any assignment.)

Homework grades

Skyview teachers view completion of homework as essential for a student's success. The quality and completion of homework is reflected on student report cards.

Unsatisfactory Grades

When a student receives an unsatisfactory or failing grade on an assignment, due to a lack of understanding, the content is re-taught at school before requiring the student to redo it. According to classroom teacher's discretion, work may be redone in school or assigned as homework with the expectation that it is the student's responsibility to make corrections.

If a student's work merits an unsatisfactory or failing grade because of low quality or unfinished assignments, teachers may choose to:

- a. have the student stay in from recess to complete the work
- b. assign the work as homework
- c. dock percentage points from the assignment
- d. have the student redo the assignment and average the two grades
- e. assign a zero for that assignment

Report Card Grades

When it comes to report card grading, primary teachers (K-2) reflect hard work and completion of tasks in "Citizenship" and "Participation" as well as in academic grades.

- Skyview intermediate teachers (3rd-5th) grade on a normal grading scale "A-F". Students will receive an "F" if the average of their grades warrants this grade.
- At all levels a student's progress can be monitored with the campus portal. Parent Teacher Conferences will inform students and parents of areas that need attention in advance to the formal report card.
- Lack of effort or participation in art, music or physical education will be reflected in the grades on the report card.

If classroom interventions result in no improvement of quality of work or completion, students will be assigned a "**Working Lunch**" in our library or the principal's office.

If students show no progress in mediating the problems of late, missing or low-quality work on assignments after one "Working Lunch," students will receive "**Academic Overtime.**" In "Academic Overtime," students will be expected to come in to school ½ hour early or to stay ½ hour after school to complete or redo work. This time is not a tutor time for students. An aide will monitor the student's attendance but this will be an independent work time for the student.