

Gardner School
2016-2017
Handbook



Falcons

DIRECTORY

- PRINCIPAL Pam Levie
- SECRETARY Ana Choin
- TEACHERS Kevin Crosson
Casey Huff
Megan Hanlon
Charles Mandemaker
Jody Medina
Erin Hall
Katie Campbell
Cait Coyle
- PARAPROFESSIONALS: Heather Gonzales
Stella Garcia-Sanchez
- CUSTODIAN Rick Gonzales
- COOK Jeff Barela
- BUS DRIVERS: Gary Fall
Peggy Kelly
Rose Williams

HUERFANO SCHOOL DISTRICT RE-1 MISSION STATEMENT

Huerfano School District Re-1 provides a safe-learning environment and exceptional educational opportunities for all students to succeed in an ever changing world.

VISION STATEMENT

The vision of Huerfano Re-1 School district is to provide focused, creative and innovative learning experiences for all students. We emphasize lifelong learning, development of community partnerships and prepare our students to succeed in the 21st century.

BELIEFS

1. We believe that all students have the ability to learn and achieve.
2. We believe that engagement and respect foster a successful learning environment.
3. We believe that physical and emotional safety for all is crucial to creating welcoming, productive learning environments and facilities.
4. We believe all adults directly impact students and others by their actions and attitudes.
5. We believe communication and collaboration enhance instruction and student learning.

6. We believe that a successful school district operates with transparent and ethical governance.
7. We believe that the learning community including students, parents, staff, board of education, and the Huerfano Re-1 stakeholders will be positively and professionally involved in our educational processes.
8. We believe that accountability for learning resides with the learning community.

GARDNER SCHOOL

Gardner School provides preschool/kindergarten for three and four and five year olds. The Elementary School includes 1st through 5th grades and the Middle School is grades 6-8. Classes are typically two combined grades.

School colors are green, white and unofficially a bit of yellow. Our mascot is the falcon.

The Gardner School phone number is (719) 746-2446.

PTSA - Building Accountability-Accreditation

The Gardner School has an active parent and community Building Accountability Accreditation committee which meets once a month. This committee is composed of teachers, parents, students, community members and is led by the staff. All parents are invited and encouraged to become involved in this organization. Notes will be sent home to announce dates and times of meetings.

GARDNER SCHOOL ACCREDITATION GOALS 2016-2017

Gardner School was put on a schoolwide unified improvement plan (UIP) by the state of Colorado in 2015. In the fall an extensive plan was put in place based on underlying root causes. Several action steps are now in place and will be reviewed and revised each year until the state lifts our status when student growth and achievement improve. If you are interested in obtaining a copy of the UIP, please contact the school.

In addition, a past Accountability-Accreditation Committee created goals which have been rolled-over to continue priorities for the 2016-2017 school-year.

- Increase student achievement in MATHEMATICS as measured by 90% of students making a year growth or more in a years time as measured by 3rd-8th Math PARRC and other assessments. Close the gap to get closer to reaching targets in math.
- Increase student achievement in READING as measured by 90% of students making one year or more growth in one year's time as measured by 3rd-8th grade

reading PARRC and other assessments. Close the gap to get closer to reaching targets in reading.

- Increase positive student behavior as measured by a 10% decrease in documented referrals and as presented in the safety and discipline report. Increase attendance to a 95% annual rate.

GARDNER SCHOOL PHILOSOPHY

The goal of Gardner School is to provide all students, preschool through eighth grade, with a stimulating and a healthy learning environment. The following ten areas are important components of this environment:

- basic skills, strive for personal excellence
- claiming strong self-concept
- coping with change, resiliency
- understanding others, learning tolerance
- using accumulated knowledge to interpret the world
- displaying responsible, honest and respectful behaviors
- showing creativity and a growth mindset
- upholding continuous learning and critical thinking
- demonstrating emotional and physical well-being
- exhibiting kindness

The Gardner School staff works toward providing an educational experience where all ten of the above areas are incorporated at the appropriate developmental level of each student.

Huerfano School District Re-1 is an Equal Opportunity Employer and does not lawfully discriminate on the basis of sex, race, marital status, religion, color, national origin, or handicap in admission, or access to, or treatment or employment in, educational programs or activities which it operates. Specific complaints of alleged discrimination under Section 504 (handicap) and Title IX (sex) should be referred to: Superintendent, Huerfano School District Re-1, 201 East Fifth Street, Walsenburg, CO 81089, 738-1520. Complaints may also be filed with the Office of Civil Rights, U.S. Department of Education, 1961 Stout, Denver, CO 80294.

SCHOOL DAY

Gardner School, part of Huerfano Re-1 School District, is on a Monday through Thursday four-day week. The day starts at 8:00 a.m. (buses arrive earlier) and concludes at 4:05 p.m. There is a free breakfast program and a full free lunch program for the children. In the case of early dismissals or changes in schedules, parents will be notified through robocall. The second Wednesday, September through April, will be early dismissal, beginning at 2:00 pm.

Interventions are made for the highest need students who require extra support or enrichment in reading or math. Since the school is a designated schoolwide Title I program, all of our students may be served by an interventionist when not attending core classes. RtI is a process that provides early intervention and educational support. The RtI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what children need to ensure the highest level of academic progress.

The RtI process helps identify students who are struggling to meet educational and/or social/emotional growth goals. Together with parents, Gardner School's RTI team of teachers work to develop strategies and interventions to help students reach academic and/or social emotional goals. The majority of students are at tier 1, where few interventions are needed. When a student is identified at tier 2, the RtI team and the classroom teacher monitor and adjust strategies to help strengthen students' skills. If after several months of extra support improvement is not seen, teachers and parents determine if a student is still in need. Then a referral to special education will be made. Once this referral has been made, and parent approval is granted, the school special education staff assesses the student's current level of performance and the level at which the student is capable of performing. In order to qualify for special education services, there must be a large discrepancy between these two areas or a significant identified learning disability. If this discrepancy exists, an IEP (individual education plan) meeting will be conducted with the parents to share results and set up specific learning goals for the student.

Learning Specialist: Once a student qualifies for special education, the learning specialist can provide assistance to the students in special education to help meet goals. Students are given strategies they can utilize in collaboration with the regular education teacher to help compensate.

Speech & Language, Physical and Occupational Therapy Programs: These issues are determined by a team and when demonstrated needs are identified, a child is served by a BOCES therapist.

CONFERENCES

Fall conferences are held following the first quarter. There are no conferences at the semester, but teachers will send home a personalized letter highlighting each student's growth and accomplishments. The spring conference is student-led and is a celebration of each child. Appointment times will be sent home a week prior to conferences. If the time is not workable, please phone the school to reschedule. We expect to see 100% of our parents.

SCHOOL RULES

- All Gardner School students will be courteous and polite to other students, teachers, visitors, staff, and substitutes. Specifically, students must not fight, push, use foul language or put people down. They must respect other peoples' property and NOT take what does not belong to them.
- Students are expected to follow classroom procedures whenever leaving an assigned location.
- Students MUST listen to and obey the supervising adult on the playground or in the gym or cafeteria.

General Playground Rules that the supervising adult will enforce:

- No fighting or wrestling
- No tackle sports
- No bicycles, skate boards, scooters, or roller blades
- No rock or snowball throwing
- Students MUST stay on the playground or in the gym during recesses and NOT wander around the building or in the building without permission from the supervising adult.
- Students are encouraged to demonstrate kindness and include all students wanting to play.

Gym Rules that the supervising adult will enforce:

- No food, drink or chewing gum allowed in gym.
- ONLY gym shoes or socks allowed on the playing floor.
- A staff member will be present during all school activities.

CLASSROOM PROCEDURES & DISCIPLINE POLICY

All general school discipline rules will be read and discussed in small groups within the first two weeks of school. Each classroom will have its discipline rules/procedures posted.

Teachers and students will develop written rules and expectations for classroom conduct. Discipline begins in the classroom and continues campus wide. All staff members are charged with the responsibility of working to promote positive behaviors by:

- Building a trusting relationship with students.
- Employing effective methods of governing student conduct
- Communicating with parents at the beginning of a problem
- Contacting parents, as often as needed, to keep them informed and to elicit their cooperation
- Making referrals to the school principal when a more comprehensive approach is indicated.

A schoolwide matrix of acceptable school behaviors is posted. The student council updates it annually.

If necessary, School District RE-1 policy suspension procedures will be followed. Any of the following examples shall be grounds for suspension or expulsion of a child whether the behavior occurs on school property, including the bus, or during a school event:

- continued willful disobedience or open and persistent defiance of proper authority (including profanity).
- willful destruction or defacing of school property
- behavior which is harmful to the safety of other pupils or causes physical injury (fighting).
- behavior which is harmful to character of other pupils (including verbal abuse).
- possession of a weapon.
- substance abuse.
- use of tobacco in any form on school grounds.
- use of fireworks.
- theft or assault as defined by state law.
- threatening act or intimidation of any school employee (Refer to Section 1, 22-23109 of Colorado School Law which also mandates involvement of the District Attorney and possible legal prosecution).
- lying or giving false information either verbally or in writing to school employees

Huerfano District Re-1 adheres to the constitutional principle that a student must be guaranteed due process whenever involved in a disciplinary adjustment transfer.

Due Process: Procedure to insure a student is treated fairly when involved in a disciplinary situation which might result in suspension or recommendation for a disciplinary adjustment transfer.

The minimum constitutional requirements of due process mandate the student be given:

- Oral or written notice of the charges against student
- Explanation of accusation and evidence obtained by school authorities
- An opportunity to present his/her side of the story.
- Length of time student will be excluded from school.
- Avenue of appeal in event student or parent does not concur with decision to suspend: If a parent is not satisfied with the decision of the principal, the matter may be appealed to the superintendent.

Emergency cases: Students whose presence poses a continuing danger to persons or property or are an ongoing threat to disrupt the academic process may be immediately removed from school. In such cases, the notice and hearing will follow as soon as practicable.

THE SIGNED COMPACT

The primary mission of the school's discipline policy is to develop a structure of consistency in discipline using a proactive, preventative approach where students develop a respect for others, themselves, and learning. An important element of this policy is how well the students understand the rules and consequences. All students and parents will be asked to review the rules together at the beginning of each year and to sign a compact stating that they understand the rules.

ATTENDANCE POLICY

All students are expected to attend regularly. Consistent attendance is a major factor in a student's academic success and ability to progress through the grade levels year to year. A Gardner School Student may be excused from classes for the following reasons:

- Participation in a school sponsored event
- Injury, illness or hospitalization
- Death in the family
- Crisis in the family
- Doctor or dental appointments when Friday appointments are unavailable
- Snowbound or unable to get to school due to adverse weather conditions
- Busses not operating

If a problem arises that is not listed above, the parent should contact the principal to work something out. Otherwise, anything not listed above will be considered unexcused.

If a child is absent from school the parent is required to do the following:

Inform the office (principal) in advance if there is going to be extended absence.

If the student is absent, the student is required to:

- Complete all work missed from an excused or unexcused absence. The student is allowed two school days for every one day missed to make up their class work.
- The parent must contact the school prior to 10:00 AM if his/her child will not be at school.
- After three unexcused absences, a conference will be requested with parent and student attending.

**** Caution, poor attendance may result in having the student repeat a grade.

BUS CONDUCT

The following rules of behavior shall govern the conduct of school bus riders while waiting for the bus, while being transported to and from school, and during school-sponsored activities requiring the use of school buses:

- Students shall be on time and wait for the bus at the approved school bus stop.
- Students may not board or depart the bus at a stop other than their own without approval from their school principal or designee.

- Students shall wait for the bus to come to a complete stop before attempting to board. Students shall leave bus in an orderly manner.
- Students shall remain seated while bus is in motion and occupy assigned seats when such an assignment has been made.
- Unnecessary conversation with the driver is prohibited while the bus is in motion.
- Outside of ordinary conversation, students shall observe classroom conduct while on the bus. Loud, boisterous talk, obscene or foul language, and fighting will not be tolerated.
- Students must be absolutely quiet while the bus is stopped at the railroad crossing.
- Students shall not damage or deface the bus or its equipment. Any damage of the bus shall be reported to the driver at once by the sponsor. The school district shall be compensated for any damage caused to a school bus by a student.
- Students shall not unduly litter the bus or throw any type of materials out of the windows.
- Students shall not extend their arms or heads out of bus windows at any time.
- Possession, sale, transmission or consumption of tobacco in any form, alcoholic beverages, and/or drugs is forbidden.
- Students shall not tamper with emergency door.
- Open food or beverages are prohibited on the bus, except with permission of the sponsor on a field trip. It will become the duty of the sponsor to make sure the bus is clean before students' departure.

*****ANY OF THE VIOLATIONS ABOVE MAY CONSTITUTE REMOVAL OF BUS PRIVILEGES. Children will sign the bus contract and the rules will be highly enforced.

STUDENT DRESS

- All pants and slacks worn by students will be traditional in nature. No excessively baggy pants or balloon pants will be worn, nor is sagging acceptable.
- Trench coats are not acceptable and will result in confiscating and contact with parents.
- Shirts or any other clothing that advertise or represent drugs, alcohol, vulgar language, sexual activities or innuendos, body parts, gender discrimination, death, mutilation or physical harm of another person are not allowed.
- Clothing worn will cover the student appropriately, thus short shorts, half shirts, tank tops, muscle shirts or spaghetti straps are not acceptable.

CLOSED CAMPUS

Students may not leave the school grounds during the school hours. They may not cross the street to the store, nor may they have someone purchase items from the store. Parents must sign students out if they are to leave prior to the end of the day.

DRUG FREE ZONE

Minimum 5 years in prison for selling, distributing, or possession with intent to sell drugs to a person under the age of 18 within 1,000 feet of a school. Colorado 18.18.105 (3.5)(a) Substance abuse offenders are those students who are determined to be 1. Using, 2. Under the influence of, 3. Possessing or 4. Providing any alcoholic beverage, marijuana or any unauthorized drug on school premises including on the bus or in any school related activity. These students will be suspended for up to five (5) SCHOOL DAYS. Walsenburg police department or other law enforcement authorities will be notified and involved when there is any physical evidence of marijuana or any other unauthorized drug. The school will make every effort to contact the parents, but if unable to do so be it known that the police department will take charge of the student if there is any physical evidence of marijuana or any unauthorized drug.

FIRE DRILLS

Upon hearing the fire alarm, all students are to walk quietly and quickly out of their classroom and to follow the prescribed exit route of and away from the building. If the route is blocked, all students must be quiet and follow their teacher's instruction. The exit routes are posted next to the door of each classroom. The teacher will see that all windows and doors are closed (not locked) and lights turned off. Students must move out the back doors and go to the north end of the playground.

OTHER EMERGENCY DRILLS

Students will follow the directions of teachers during a lock-down or a lock-out drill. Once each year one school is selected for an extensive drill. You will be notified if our school will be used for a drill.

Health

Illness: If a student becomes ill or is injured that student is taken to the school office immediately. If transporting the student is determined to be a risk, an administrator is to be called for immediately. The school office is responsible for notifying emergency services and the parents/guardian.

If it becomes necessary for a student to take medication (over the counter or prescription), the student is required to have written instructions from a doctor and a health plan set up with the school nurse, who is available once a week. School personnel cannot provide students with aspirin or any other medication. It is against the law for students to give any medication, over the counter or prescription to another student.

SNACK POLICY

Students are asked to only bring healthy snacks limited to fruits, veggies, cheese, rasins, yogurt, a sandwich, whole-grain cereal, or rice cakes. If students are unsure about allowed snacks, they may consult their teachers. No chips, sugary drinks, cookies or candy will be allowed on the school grounds. Students are not to eat anything on the bus in the morning.

STUDENT INSURANCE

All students are urged to carry an accident insurance policy. Student accident insurance is made available to cover the student during the current school year. All students participating in any sport **MUST** have accident insurance. If parents already have a good family insurance for accident coverage, no further insurance is needed. However, Student Accident Insurance may still be purchased to supplement any existing coverage. Parents must sign a statement indicating that the student is covered by insurance.

SPORTS and CLUBS

Afterschool sports for 5th-8th grade include volleyball, basketball and track. Students must get a physical from their family doctor prior to participating in sports. The fee for the first two sports \$30 dollars unless your child participates in all three sports. The third sport costs \$20. Students will qualify to participate in an activity with the considering academic and behaviorial eligibility.

Students who live in Walsenburg will be able to ride an activity bus that leaves from Gardner by 5:10 and the drop-off is at the Walsenburg bus garage. Students who live in the Gardner area will need to arrange their own transportation home.

VISITORS

All visitors must sign in and let the office know prior to visiting the school. Students wishing to bring visitors to classes must obtain clearance from the principal's office and the teacher involved 24 hours prior to the visit. Parents & guardians are encouraged to visit their child's classroom.

VOLUNTEERS

Volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve students. If you would like information about volunteering in our schools, contact the district office and school office for more information.

Lost Clothing and Personal Items

All clothing and personal items should be marked with adequate identification. Please check in the Lost and Found or the school office for lost items. Clothing and personal items that are unclaimed will be given to an appropriate agency at the close of the school year.

CHANGE OF ADDRESS AND PHONE NUMBER

Please notify the school office personnel immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

POWER SCHOOL

PowerSchool is a web-based student information system that allows educators, parents and students to share information. PowerSchool allows parent access to their student's grades online anytime. For information on how to set up your free PowerSchool account, please contact your child's school.

STUDENT LAPTOP AGREEMENT

Students participating in one-to-one computing will be required to accept responsibility through a laptop agreement, outlining use, care and handling, and expectations for student use of district laptops.

Personal Tech Items

No phones, iPods, or Mp3 players are to be visible at school unless permission is granted by the teacher. If a student chooses to bring any of these items in their backpack and they are taken or misplaced, the school is not responsible for the loss or damage of items. Students should hand these items to the teacher upon entering the school. They will be handed back to the student at the end of the day. If they are not handed in to a teacher at the beginning of the school day they will be confiscated and returned to a guardian or parent.

WITHDRAWAL PROCEDURE/ EARLY DISMISSAL

The legal guardian or parent of a child must give permission before any child is released to any other adult. If a parent wants to check a child out early, he/she must notify the teacher and principal.