***Molholm elementary school Student Handbook***

At Molholm Elementary we are committed to educating all students in a safe, orderly and respectful environment. Effective discipline is a key component in creating a safe, positive and productive learning environment. The goals of Molholm Elementary School’s Discipline plan are to:

1. Provide a safe and orderly learning environment
2. Ensure every student has the right and responsibility to learn
3. Help students cooperate with others
4. Help students develop self-discipline and self-control
5. Help students learn to respect rights and property of others
6. Increase instructional time and time on task

In order to promote this safe environment, we are using proactive, research-based program called Positive Behavior Interventions and Support. This endeavor will reach every student and provide them the skills necessary to be successful in our classrooms and in our community by providing each student with a continuum of support to meet their needs through a three-level system of interventions and preventions.

PBIS involves teaching five positively stated behavioral expectations to students in all instructional settings, in and around school. We will be acknowledging students who follow those behaviors frequently and consistently throughout the days, weeks, and months, of school, through the “I Got Caught Being SMART” recognition slips. We will also be holding students accountable who have behavioral errors through redirecting strategies, re-teaching, REFOCUS and Office Discipline Referrals (ODR). When a child is in REFOCUS he/she will be seated in a quiet area, (either in their classroom or another teacher’s classroom) and asked to think about their inappropriate behavior and come up with a positive alternative. Students may do this orally, or on a written REFOCUS form. If your child has been to REFOCUS, it does not mean that they were seen by the office or they received an ODR. It means that they are trying to identify those behaviors that were beginning to affect their own academic performance and the learning environment of their classmates. ODR’s are given to any student who has made several minor or certain major behavioral errors.

There are certain behavior errors in every classroom and building that require immediate intervention and more severe consequences. Absolutes are those critical behaviors that have a zero tolerance policy as outlined in District policy and in State law. Some of these absolutes that require immediate office support through an ODR include:

* Violence, either verbal or physical
* Drugs, alcohol or weapons
* Aggressive disrespect to adults, children, or property that continue unabated
* Assault
* Theft
* Intimidation and/or bullying

Refocus will not be an option in these cases.

As educators, we have much to learn from you, who so successfully prepare your children to behave well in our classrooms. We continue to ask for your support in the area of discipline by reading over Molholm’s school wide positive behavior plan and the Jefferson County Conduct Code book the Conduct Code is available electronically at <http://www.jeffcopublicschools.org/publications/conduct_code.html>) with your child(ren).

At Molholm, students will be taught directly appropriate behaviors from our behavioral matrix, (see page that follows) and rewarded through immediate recognition of meeting those behavioral expectations. At Molholm, We are…..

* **S**afe
* **M**otivated
* **A**chievers
* **R**espectful
* **T**eam mates

Students will bring home an “I Got Caught being **SMART**” slip. Please reinforce this wonderful achievement with you child(ren) whenever they bring one home. This means that they are eligible for drawings for prizes and incentives. It would not be unlikely that your child may bring home one of these often throughout the year. An example follows.

##### *SCHOOLWIDE STUDENT BEHAVIORAL EXPECTATIONS*

*Please read these expectations thoroughly and carefully. All students will be expected to follow these guidelines*

* Practice safety at all times
* Be respectful to people and property
* Follow adult directions the first time given
* Cooperate with teachers, educational assistants and all other adults and students
* Behave responsibly which includes getting to school on time, listening, observing deadlines, and having all supplies and materials

MOLHOLM ELEMENTARY: ATTENDANCE / SAFE ARRIVAL & DEPARTURE PLAN

To provide for the safety of children, parents should call the attendance line at (303) 982-6200 before 9:30 AM the day a student is going to be absent or tardy.

### *ATTENDANCE*

Regular attendance is of prime importance in the educational process. It is so important that the Colorado Legislature has adopted mandatory school attendance laws, which places responsibility not only with students, but particularly with parents/guardians, to ensure that every child under the age of 16 attends school a minimum of 172 days during the 180 day school year. Jefferson County Public Schools calendar is 176 days. All students are expected to be in school 95 percent of the time. This means students should not miss more than 8 days during the school year. Research has shown that time on task improves student achievement. Parents expect a quality education for their child, in order to ensure that, it is imperative each child attend school every day.

Students will receive a certificate of accomplishment each month they have perfect attendance.

Parents will be notified in writing when a student has 3 unexcused absences. When a student has 3 unexcused absences school personnel will contact the parent/guardian to begin an attendance plan. This plan will be written with input from the student, the parent, and a school official. At this point the parent will be notified of the next step in the attendance process. Once a student has 10 unexcused absences during a year a court hearing is mandated.

#### TARDIES

In addition, it is crucial for students to be at school on time. Students entering the classroom after school begins disrupt the learning process of other students and the flow of instruction. The teacher may have the additional responsibility of having to repeat directions to the student arriving late. Consistent tardiness at school age also allows a child to develop a bad habit that is detrimental to a successful future. It is imperative that the education of all students be respected by having students arrive on time to class.

**Definitions of excused and unexcused absences**

## *EXCUSED ABSENCE – 2 OR LESS CONSECUTIVE DAYS*

**In order for the absence to be excused it must be called in prior to, or on the day of, the absence.**

**Absences will be excused for:**

* A student temporarily ill or whose absence is approved by the administrator of the school
* A student observing a religious holiday.
* Family Emergencies
* A student absent for an extended period due to physical, mental or emotional disability.

Documentation **might** be required to verify an appropriate absence. Documentation may consist of doctor verification, letter from employer, etc. In certain instances an excused absence may be deemed unexcused without proper documentation.

*EXCUSED ABSENCE NEEDING PRIOR APPROVAL BY A SCHOOL ADMINISTRATOR*

* 3 or more days of illness
* Family Vacation of 3 or more consecutive days
* Documentation **might** be required under certain conditions.

## *UNEXCUSED ABSENCE*

* Any absence without notice from parent within 24 hours of absence.
* 3 or more days of illness without direct contact with attendance secretary and approval from principal
* Extended leave of 3 or more days from school without prior approval from the school
* Any absence where documentation was required in order to be excused, that was not properly documented.

## TARDIES

* Students who are tardy must stop at the office, sign in, and take a tardy card to class.
* Any student arriving at school after 8:30 a.m. will be considered tardy.

**SAFE ARRIVAL AND DEPARTURE PLAN**

**Arriving at School**

* All students will arrive no earlier than 7:30 a.m. (School begins at 8:25 a.m.) Unless students are participating in the school breakfast program which begins at 7:40 a.m.

Departure from School

* Students will be dismissed at 3:25 p.m. from their classrooms
* Students riding the bus should walk directly to their bus line
* Students are to walk on the sidewalk.
* Students walking or riding should exit classroom and walk to the front of the building

***SCHOOL INFORMATION***

## *BICYCLES AT SCHOOL*

Students may ride bikes to school; however, we ask that the bicycles are secured in the designated area with locks. Molholm Elementary will not be responsible for the security of the bikes (AS PER SCHOOL BOARD POLICY). The decision to permit a student to use a bike and the duty to see that he/she complies with this policy and basic safety rules relating to bike use are the responsibility of the student and his/her parents. The Jefferson County School District does not undertake any responsibility for the safety of students who ride their bicycles when they are not on school grounds. The school district does not assume responsibility of preventing any student from coming to or leaving school on a bike. Students are expected to wear a helmet at all times. Bikes are to be walked on Molholm grounds during arrival and dismissal times.

## *SCOOTERS AND SKATEBOARDS*

Students may ride scooters and skateboards to school. These will be stored in an area within the classroom designated by the teacher or the office. If scooters and skateboards stored in classrooms become a distraction from the learning process the students may lose the privilege of having them at school. Scooters and skateboards are to be carried on school grounds.

## *CHILD CUSTODY/SAFETY PLAN*

Occasionally, the school needs to have copies of court ordered Child Custody Plans. If there is a restraining order affecting a child, a copy of it needs to be on file in the office. This helps us to maintain a safe environment for all of our students. If you have questions or concerns please contact the office at 303-982-6240.

***CLOSING OF SCHOOL DURING INCLEMENT WEATHER***

Should any of the Jefferson County Schools be closed due to storms or road conditions, that information will be broadcast over the radio and TV news program and you will receive a phone message.

EMERGENCY INFORMATION

So that we may always have the most current emergency information for our students, parents are asked to keep this information updated by informing the office and on Jeffco Connect of any changes in place of employment, emergency numbers, or home or cell telephone numbers. Parents should notify the school office immediately of any changes.

***HEALTH***

##### CLINIC: The school clinic is staffed for 8 hours each day by a clinic paraprofessional who works in concert with the office staff to address the needs of students who come to the clinic. School nurses are no longer assigned to work in school buildings; they act in a consultant capacity only.

***MEDICATIONS***

Prescription medication will be administered at school only when the following requirements have been met: a 924 form (a medication release form) has been signed by a parent/guardian; written instructions have been provided by the child’s health care provider; medication is in its’ original labeled container and is a current prescription. And the medication is labeled with the child’s name, medication’s name, dose, and times to be given. A dose of medication will be given with a parent written request. After that a 924 form and physician instructions are required to continue to give medication. **Medication sent in baggies or envelopes cannot be given in the school setting.**

Over the counter medications are discouraged but, when absolutely needed during the school day, will be given when the following requirements have been met: parents have signed the medication release for and the medication provided comes in its’ original labeled container. The dose and timing will be determined by what is considered age acceptable on the medication itself if different than parent requests. Again, medication sent in baggies or envelopes cannot be given in the school setting.

***IMMUNIZATION LAW***

Colorado State Immunization Law requires all students to submit a Certificate of Immunization or Exemption to attend school. Statement of Exemption is allowed for medical, religious, and personal reasons when properly documented and signed. The school office has information regarding the location of immunization clinics in the Molholm area.

***HOMEWORK***

Teachers will work with students on appropriate strategies for time management and organization for successful completion of homework. We encourage parents to establish an environment for home study. A regular evening study time should be established for all students. Homework assignments might include:

* Reading every night. Specific amounts of time are assigned by grade level
* Writing every night as assigned by teacher
* Assignments designed for the purpose of encouraging pupils to pursue an individual interest or to develop a specific skill.
* Assignments designed to help children strengthen and improve their abilities
* Make-up work as a result of an absence
* Completion of work assigned in class that day

It is helpful if you are able to establish a homework policy in your home. Some guidelines are:

1. Designate a homework area for your child that is quiet, has adequate light, and is away from distractions such as the television.
2. Schedule a homework time that is consistent every evening. For example, you may wish to establish the hour of 4:00 to 5:00 as the homework hour.
3. Please try to support your child by reading with them, or checking the homework that has been completed.

***BREAKFAST INFORMATION***

Breakfast: Serving begins at 7:40 a.m.

Breakfast is provided free of charge for any student enrolled in kindergarten through 6th grade at Molholm Elementary. Parents and other family members may join us for breakfast and purchase breakfast items ala carte.

***LUNCH INFORMATION***

Adults that are interested in eating lunch with there child need to call the school the day before to let the cafeteria know they would like a lunch. The cafeteria will give each child two full priced lunch loans. Then they will be sent to the office to call a parent for money. Please make sure your child has his/her lunch money.

MEAL PRICES FOR ALL GRADES:

***Full Cost*** Lunch ***Reduced Cost 6th Grade only*** Lunch

A day $2.75 $0.40

A week $13.75 $2.00

A month $55.00 $8.00

***PARENT LIAISON***

Molholm will have a full time parent liaison available as a resource for families. All families may contact the liaison to assist them in registration of students, communicating with teachers or administration, assistance with family needs or issues. The parent liaison can be contacted through the school office and will be available in the school’s community room.

***STUDENT DRESS CODE***

“The appearance of Jefferson County students will not be disruptive to the educational process or constitute a health or safety hazard.” Clothing that is considered disruptive, inappropriate, distracting or unsafe to the teaching/learning environment will be referred to the principal for appropriate action.

Clothing that is not allowed includes:

* Bare midriff shirts and spaghetti strap shirts
* Apparel which promotes or supports illegal activities or which include abusive language or profanity
* Apparel that promotes alcohol or drugs
* Hats may not be worn in the school building. Hats can be worn outdoors during recess.

## *TOYS*

Toys and electronic items such as IPods, laser pens, Pokémon cards, and hand-held games etc. should not be brought to school unless asked to do so by the classroom teacher. Molholm Elementary is not responsible for lost or stolen items that are brought in to school

VISITING SCHOOL

Parents and other interested adults are invited to visit school/classrooms. Visitors are required to check with the office staff to obtain a visitor pass before going to the classroom.Molholm Elementary School

School-Level Title I Parent Involvement Policy

(School/Parent Compact)

This policy and compact has been jointly developed and agreed upon by Molholm Elementary School and parents of students served in the school pursuant to Title I.

# Policy

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents.

**Parent involvement activities in the school will include opportunities for:**

* Parents to volunteer and be involved in school activities
* Staff development and parent education
* Parents to provide home support for their student’s education
* Parents to participate in school decision-making
* Effective communication between the school and parents

## Responsibilities of School

**The school will:**

* Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards.
* Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, ELL and Migrant Programs, plans and policies.

**School Parent Involvement Policy, the administration will:**

* Facilitate and implement the School Parent Involvement Policy.
* Involve parents in the planning, review and improvement of the School Parent Involvement Policy at least annually.
* Provide notice to parents of the School Parent Involvement Policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
* Make the School Parent Involvement Policy available to the community.

**With regard to parent meetings, the administration will:**

* Convene annual meetings to inform parents of their school’s participation in Title I, the requirements of Title I, ELL and Migrant Program and the right of parents to be involved.
* Inform parents of all meetings and encourage and invite parents to attend. Meetings shall be offered at various convenient dates and times to facilitate attendance by parents.

**With regard to Title I Programs and Plans, the administration will:**

* Inform parents about the goals and purposes as they apply to Title I and federal funds, any Title I programs, supports/interventions at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
* Involve parents in the planning, review and improvement of any academic programs at the school.
* If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Federal Title I policies and programs.
* Administrators will provide timely responses to parents’ suggestions and questions.
* Provide assistance to parents, as appropriate, in understanding such topics as the state’s academic content and achievement standards, state and local academic assessments, the requirements of Title I how to monitor their student’s academic progress and how to work with school staff to improve the achievement of the student.

**With regard to professional development, the administration will:**

* With the assistance of parents, educate teachers, pupil services personnel, principals and other staff in:

The value and utility of contributions of parents,

How to reach out to, communicate with, and work with parents as equal partners,

Implementing and coordinating parent programs,

Building ties between parents and the school.

With regard to the coordination with other programs, the administration will:

* To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Home Instruction Programs for Preschool Youngsters, The Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their student.

## Shared Responsibilities of Administration and Staff

**Administration and staff will:**

* Provide assistance to parents, as appropriate, in understanding such topics as the state’s academic assessments, the requirements of Title I, how to monitor their student’s academic progress and how to work with school staff to improve the achievement of the student.
* Provide materials and training to help parents work with their student to improve the student’s achievement, such as literacy training and using technology as appropriate, to foster parental involvement.
* Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand (to include language other than English, education levels and other factors that affect comprehensibility).
* Provide such other reasonable support for parental involvement activities as parents may request.
* Provide access to educational resources for parents to use together with their students.

## Responsibilities of Staff

**The staff will:**

* Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities.
* Advise parents of their student’s progress on a regular basis.
* Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student’s progress and to participate as appropriate in the decisions relating to their student’s education. *At least one parent/teacher conference shall be held each year during which School-Level Title I Parent Involvement Policy* (School/Parent Compact) will be discussed as it relates to the student’s achievement. ***This is not the same as the ILP/LSP conference.***
* Provide opportunities for parents to volunteer and participate in their student’s class and observe classroom activities.

## Responsibilities of Parents

Parents will:

* Support their student’s learning at home by:

⮚ monitoring attendance

⮚ monitoring completion of homework

⮚ monitoring television watching

⮚ encouraging positive use of extracurricular time

* Volunteer in the classroom.
* Participate in school activities on a regular basis.
* Actively communicate with school staff regarding their student’s needs and circumstances.
* Be aware of and follow rules and regulations of the school and school district.

# Title I Notification

Molholm Elementary is dedicated to making sure all of our children succeed in school and in life. We’re proud of the programs we offer at Molholm Elementary that help students learn and ultimately be successful.

However, the way our school and student achievement is measured and reported will be different under the federal law known as No Child Left Behind (NCLB). It’s important for you to understand how this law affects your child’s school and our students.

NCLB, signed into law by President Bush in January 2002, requires states to set goals for schools regarding student proficiency in reading and math and for teacher quality. In addition, the law requires states and school districts to annually track the progress of schools toward those goals and inform parents of the results.

Molholm Elementary receives funds from Title I, which is a federal program that provides resources to schools that have high free lunch numbers. NCLB focuses on schools, like ours, that receive Title I funding.

Under NCLB, every school receiving Title I money is required to notify parents of their rights to request and receive the following information from the school:

* Professional qualifications of their child’s teacher(s) including degrees and licenses held and whether the teacher is licensed in the area he/she is teaching.
* If you’d like information on your child’s teacher, please see your school principal.

NCLB also says that Title I schools must notify parents:

* About the school improvement status of their child’s school. Title I schools that do not meet the goals of the Colorado Growth Model for at least two years in a row may be required to offer students public school choice within the district or tutoring..
* Of their child’s achievement level on state tests.
* If their child has been assigned or taught for at least four consecutive weeks by a teacher who does not meet the highly qualified definition.
* Of their right to be involved in the planning and implementation of the parent involvement program in their school.

We need your help to make sure all children are successful in school and in life. By working together as a community, we’ll overcome our challenges and build the bright future our children deserve. If you’d like to get involved, please call me at 303-982--6240.