

Fireside Student and Family Handbook 2017-2018



Fireside Elementary
845 W. Dahlia St.
Main Office: 720-561-7900 Fax: 720-561-7901
Attendance Line: 720-561-7902
Website: <http://fie.bvsd.org>

Dear Fireside Families,

On behalf of the Fireside staff, it is my pleasure to welcome you to the 2017-2018 school year! We look forward to partnering with families to ensure the very best educational experience for every child.

Our mission at Fireside is to celebrate and challenge the unique potential in every child; value, honor and utilize individual differences; and to create an environment that promotes a community of learners and nurtures the natural curiosity and wonder within each of us.

Our commitment to rigorous academic programming, authentic hands-on learning experiences, innovative and adaptive instructional approaches, and attention to students' social, emotional, and physical well-being is what makes Fireside an exceptional place for students to learn, grow, and discover!

The purpose of our Family Handbook is to provide pertinent information and keep families informed about Fireside expectations. Should you have any ideas or suggestions about how we can continue to support home-school communication, please feel free to email me at christa.keppler@bvsd.org with ideas or schedule an appointment. As a Green Star School we value practicing conservation and sustainable practices. To this end, the family handbook will be shared with families electronically. Hard copies are available at the visitor table or by request at the front office.

We kindly request that you read the content of the handbook alongside your child/ren, and then sign and return the family handbook form to your child's teacher (one per family). The *Fireside Student and Family Handbook* is an important step in developing a climate that honors and respects everyone at our school. Should you have any questions, please don't hesitate to contact me.

I look forward to the school year ahead and partnering with you in your child's education.

Respectfully,

Christa Keppler
Principal, Fireside Elementary
Phone: 720-561-7900
christa.keppler@bvsd.org

08/02/2017

<u>NAME</u>	<u>ROOM #</u>	<u>EXTENSION</u>	<u>EMAIL</u>
Aversano, Brenna	114	7930	brenna.aversano@bvsd.org
Billington, Amber	197	7911	amber.billington@bvsd.org
Brooks, Lorraine	140	7912	lorraine.brooks@bvsd.org
Burgert, Shannon	168	7913	shannon.burgert@bvsd.org
Clark, Marilyn	131	7958	marilyn.clark@bvsd.org
Contini, Kim	131	7958	kim.contini@bvsd.org
Duster, Nicole	114	7960	nicole.duster@bvsd.org
Fitzgerald, Janine	192	7918	janine.fitzgerald@bvsd.org
Giggey, Michele	104	7904	michele.giggey@bvsd.org
Giles, Katie	114	7930	katie.giles@bvsd.org
Haas, Devan	117	7921	devan.haas@bvsd.org
Haley, Doug	187	7919	doug.haley@bvsd.org
Harper, Kelly	173	7980	kelly.harper@bvsd.org
Haskins, Paula	165	7920	paula.haskins@bvsd.org
Haxton, Jennifer	195	7929	jennifer.demarco@bvsd.org
Johnson, Suzanne	209	7933	suzanne.johnson@bvsd.org
Johnston, Veronica	119	7914	veronica.johnston@bvsd.org
Kaufman, David	157	7955	david.kaufman@bvsd.org
Keatley, Margie	218	7923	marjorie.keatley@bvsd.org
Kenny, Martha	140	7912	martha.kenny@bvsd.org
Keppler, Christa	105	7900	christa.keppler@bvsd.org
Kolber, Betsy	114	7930	betsy.kolber@bvsd.org

Kovalski, Michelle	156	7917	michelle.kovalski@bvsd.org
Lajeunesse, Tom	137	7925	tom.lajeunesse@bvsd.org
Lorenz, Barb	109	7939	barbara.lorenz@bvsd.org
Major, Valerie	173	7980	valerie.major@bvsd.org
Menhennett, Laura	143	7997	laura.menhennett@bvsd.org
Millard, David	169	7938	david.millard@bvsd.org
Miller, Ann	155	7927	ann.miller@bvsd.org
Neuman, Tara	144	7928	tara.neuman@bvsd.org
Pazour, Dede	145	7934	dede.pazour@bvsd.org
Pischke, Shannon	151	7916	shannon.keefe@bvsd.org
Reivich, Erin	150	7931	erin.reivich@bvsd.org
Ritchie, Jill	198	7932	jill.ritchie@bvsd.org
Rogers, Jen	138	7956	jennifer.rogers@bvsd.org
Roth, Jamie	152	7915	jamie.roth@bvsd.org
Rudkin, Dani	108	7957	dani.rudkin@bvsd.org
SAC Thoele, Alex	212	7959	alex.thoele@bvsd.org
Salim, Gay	148	7935	gay.salim@bvsd.org
Sehnert, Abby	188	7940	abigail.sehnert@bvsd.org
Schneider, Liz	158	7963	elizabeth.wall@bvsd.org
Scott, Alaina	124	7936	alaina.scott@bvsd.org
Spruce, Suzanne	139	7937	suzanne.spruce@bvsd.org
Winsberg, Stacy	167	7941	stacy.winsberg@bvsd.org
Wisotzkey, Dan	207	7942	daniel.wisotzkey@bvsd.org
Wolf, Kathryn	103	7906	kathryn.wolf@bvsd.org

Please click on link to access Fireside School events. [2017-2018 School and PTO Calendar](#)

SCHOOL HOURS:

- Kindergarten 8:00-10:50, 11:40-2:30
- Preschool 8:00-10:50, 11:40-2:30 (Tuesday-Friday)
- Grades 1-5 8:00-2:30
- Playground supervision begins at **7:50 a.m. on the blacktop**

OFFICE HOURS: 7:30 a.m - 3:30 p.m.

OFFICE HOURS ADMINISTRATION:

Administration: Mrs. Keppler believes in an “open door” policy, however, she kindly requests that appointments for meetings be scheduled with her assistant, Michele Giggey.

michele.giggey@bvsd.org

ADMISSION REQUIREMENTS and ENTRY AGE:

A child may enter kindergarten if he or she is five years old on or before September 30th of the year of enrollment. Students enrolling in 1st grade may enter if they are six years old on or before September 30th of the year of enrollment. BVSD has a process for early entrance for highly advanced gifted students.

ARRIVAL AND DISMISSAL:

For safety purposes, parents are asked not to drop their students off before 7:50 a.m., as there is no supervision. The playground is supervised in the morning until 8 a.m. The first bell rings at 7:55 a.m. and the second bell at 8:00 a.m. Any students arriving after 8 a.m. are considered tardy and should enter school through the front doors and sign-in at the office.

At 2:30 p.m. the bell rings for dismissal and students will exit out the front doors or their classroom door. Any student who has not been picked up by 2:40 p.m. will wait for parents or guardians at the office.

HELPFUL HINTS FOR DROP-OFF AND PICK UP:

- Please drop off and pick up students using the west **HUG and GO** zone on Dahlia. Vehicles should not be left unattended in this drop-off lane and will be subject to ticketing by the Louisville Police Department. Traffic flow should be continuous and students shall exit from the passenger side doors. We kindly request that parents refrain from using cell phones and students are ready to exit the vehicle upon arrival. Please avoid entering the coned Daycare Van drop-off area.
- If parents wish to park and walk children into school, please park in the parking lot. When children are present, we request that all cars leaving parking lot exit to the right.
- The circle drive is reserved for buses only. Please do not drive or park in this zone. Drive slowly in the parking lot and area in front of the school.
- We pride ourselves in being a neighborhood school and encourage families to explore alternative modes of transportation for children, such as walking or biking to school.
- We kindly request that parents model community safety by using the designated crosswalks.

STUDENT GUIDELINES FOR TRANSPORTATION:

As a student it is my responsibility to:

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- Walk my equipment (bike, skateboard, scooter, rollerblades, and roller shoes) on the sidewalks in front of the school. Equipment may not be used during the school day.
- Dismount at the designated painted line or cross walk.
- Obey city cycling rules.
- Park and lock my equipment in the bike rack.

BUS CONDUCT:

Student bus rules and expectations for safe conduct are distributed by the bus driver each year.

As a student it is my responsibility to:

- Follow the bus rules.
- Conduct myself in a safe manner.
- Respect the space and property of other students while riding the bus and waiting for the bus.
- Line up in designated area while waiting for the bus.

ATTENDANCE BOARD POLICY:

One criterion of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are college and career ready after leaving school.

When developmentally appropriate it is the responsibility of the student to attend school. Ultimately, however, the responsibility to ensure that a student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. As a school we will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

Excused Absences

- A student who is temporarily ill or injured.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- Religious holidays.

Unexcused Absences

- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Students who are suspended or expelled shall be considered unexcused. Each unexcused absence shall be entered on the student's record.
- Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator.

- The minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year.
- Vacations are considered unexcused absences unless approved by the principal. Up to 5 days per school year can be excused. [Pre-arranged absence forms](#) can be obtained at the front office and submitted to the registrar. Students that currently have excessive absences will not be considered for excused absence approval.

Tardiness

- The bell rings at 8:00 a.m. A student will be marked tardy if arriving to school following the bell. A child can feel very uncomfortable when walking into the classroom and noticing all other peers already engaged in learning, as teachers are often outlining the day of learning and instruction.
- Parents are discouraged from pulling children out of school early. If it is necessary for a child to leave school before dismissal time, please inform the teacher of the need to leave early and the approximate time. When arriving to pick up your child, please advise the office and your child will be paged to the office. Whenever possible, please schedule appointments before or after school hours to reduce interruptions in your child's school day.
- The only time a student will have an excused tardy is when he or she has an illness or doctor or dentist appointment. A student who is late to school, will be marked as having an unexcused tardy. Three unexcused tardies will be considered a one-half day unexcused absence.

This attendance policy is designed to provide guidance and procedures for managing and supporting student attendance. In addition, it is recognized that other important factors, which impact school attendance, include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is our intention to encourage all students to have good attendance and to participate in school; however, it may become necessary as a last resort to administer interventions, which may include taking legal action when a student's level of absence becomes chronic.

Missed work shall be provided for any class in which a student has an absence from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. It is the responsibility of the student to pick up make-up work. The teacher shall make educationally appropriate provisions for completion of missed class work. Credit for class work missed due to excused absence shall be allowed when satisfactorily completed.

Parents may report an absence online <http://fie.bvsd.org/parents/Pages/Report-Absence.aspx> or notify the office if a student is to be absent or tardy (720-561-7902). If a parent does not call, the parent will receive an automated reminder call.

For students with "perfect attendance"- no tardies or absences, students will receive a perfect attendance award at the end of each trimester.

Guidelines for Determining Student Attendance in the Case of Illness

There are three main reasons to keep sick children out of school:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop

crying).

2.The child needs more care than teachers and staff can give and still care for the other children.

3.The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Symptoms	Child Kept out of School
DIARRHEA Frequent, loose or watery stools compared to child’s normal ones that are not caused by food or medicine	YES -If child looks or acts sick: if child has diarrhea with fever and isn’t acting normally; if child has diarrhea with vomiting. May need medical provider advice.
FEVER /FEVER W/FLU LIKE SYMPTOMS 100.5 or above with behavior change or other illness. Fever over 100.5 F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	YES -When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Consult Primary Care Provider (PCP) for advice or concerns. Must be home at least 24 hours after fever is gone without the use of medicine that reduces the fever.
MILD RESPIRATORY OR COLD SYMPTOMS Stuffy nose with clear drainage, sneezing, mild cough	NO - Exclusion is not necessary, unless the child is displaying severe symptoms like fever accompanied by behavior change, or difficulty breathing. May need to contact PCP.
SEVERE COUGHING	YES -If severe, medical advice should be sought for uncontrolled coughing or wheezing, rapid or difficult breathing.
VOMITING Throwing up 2 or more times in the past 24 hours or in association with other symptoms	YES - Until vomiting stops or PCP says it is not contagious.
CONJUNCTIVITIS (PINK EYE) Pink color of eye and thick yellow/green discharge	NO -(bacterial or viral) Children don’t need to stay home unless the child has a fever, behavioral changes, or unable to avoid rubbing eyes. Call the PCP for advice and may discuss possible treatment.
HEAD LICE	YES -From end of the school day until after the first treatment (exception pre-K, send home right away).
STREP THROAT	YES -For 24 hours after starting antibiotics and 24 hours without a fever and the child is able to take part in usual activities.
CHICKEN POX	YES -Until there are no new lesions and all existing lesions have scabbed over.
IMPETIGO	YES -For 24 Hours after starting antibiotics.

OPEN SORES ON SKIN	NO -Skin Lesions must be covered by a bandage or clothing during the school day.
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	NO -Unless the child has mouth sores, is drooling and isn't able to take part in usual activities.
RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the PCP	YES -Call the PCP. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be discussed with Primary Care Provider.
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella, (German Measles), Pertussis (Whooping Cough)	YES -Until the PCP says the child is no longer contagious.

Adapted from Children's Hospital of Colorado materials and CDPHE "Infectious Disease Guidelines in Child Care and School Settings", December 2016

HEALTH POLICY:

Health Conditions

If your child has a health concern or known allergy, please alert the school as soon as possible. Please call Barb Lorenz at 720-561-7907 or come to the health room and introduce yourself and your child. You may also contact Fireside Elementary School's school nurse consultant, Judy Singer, at 720-561-8789. Additional information regarding health issues can be found here:

[Back to School Family Checklist](#)

Medications in School

In the Boulder Valley School District, the following guidelines are in place to provide for the safety of all students. Keep in mind that most staff who administer medications to students are non-medical people working under the supervision of a School Nurse Consultant. Please contact your student's school's health room paraprofessional or the District Health Services Office (720-561-5544) with any questions regarding medication procedures.

Boulder Valley students may receive medications at school according to the following procedure:

- Medications may not be in the personal possession of students.
- For all prescription and non-prescription medications, a student's parent or guardian shall make a written request for school personnel to administer medications by providing a completed Medication Administration Authorization form, which is to be signed by both parent and physician.
- A new form must be signed and submitted for each new prescription medication, non-prescription medication, or dosage change. Authorization forms must be completed each year.
- Medications should always be delivered to the health room staff or office staff by an adult.
- The student must report to the health room or school office to take medications.
EXCEPTION: Any student who requires the use of an inhaler or EpiPen may carry and self-administer the prescribed medication if the physician signs a specific statement on the Medication Administration Authorization form, endorsing the student's capability for this.

- Prescription medication supplied by the student’s parents or guardian must be in a properly labeled bottle dispensed by a pharmacy.
- Non-prescription, “as needed” medications must be in the original labeled container. The bottle should also be labeled with the student’s name.
- It is the responsibility of the parent to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another school. At the end of a school year, school staff will dispose of all unclaimed medications.
- Parents may always come to school and administer medication to their child.

IMMUNIZATIONS:

Immunization records are required as regulated by the State of Colorado. Rules are in place for those families requesting exemptions from any vaccine. Complete immunization information can be accessed through these links:

- [17-18 Immunization Information K-12 English](#)
- [17-18 Immunization Information K-12 Spanish](#)
- [17- 18Immunization Information Preschool English](#)
- [17-18 Immunization Information Preschool Spanish](#)
- [State of Colorado Exemption Rules](#)

VISITING SCHOOL:

Parents are always welcome to visit Fireside as we believe in a strong home-school partnership. We kindly request that all visitors enter through the front doors and sign in. Once identified by office staff, visitors will be allowed into the school. All visitors are required to wear a badge which is available at the visitor table. Students and parents may enter through the gate at Dahlia before school but not during the school day. For the safety of our students and staff, all exterior doors remain locked during the school day, and parents may only enter the school through the front entry doors.

INCLEMENT WEATHER:

In case of bad weather, students may enter the cafeteria from 7:50 to 8:00 a.m. There will be signs posted on the front doors as well as a flag on the marquee indicating indoor recess. Supervising teachers will be informed that students may enter the building.

Parents and staff will receive an automated phone call about early morning decisions regarding school closures. Information is also available on the BVSD website at [Boulder Valley website](#) and will be posted on the [Fireside Elementary website](#).

Students are expected to come to school properly clothed for Colorado’s changing weather conditions. If children are healthy enough to come to school, we expect them to participate in regular recess and class activities. However, there are circumstances when it may be wise for a student to remain indoors. If this is the case, we request a parent note. For any extended periods of time, a doctor’s note will be required. Outdoor recess will be canceled under the following conditions: sustained/heavy rain, very high winds, extremely cold temperatures (below 20 with wind chill), or lightning.

In the case of partial closings (where only certain schools or areas in the district are closed) the principal of each affected school will determine whether activities such as parent meetings, programs, athletic events, and building-use contracts will be held, cancelled, or postponed.

Families will be notified via email and this information will be posted on the [Fireside Elementary website](#). *In the event of a district-wide closure*, under most circumstances, all events will be cancelled.

BREAKFAST, LUNCH, AND LUNCHROOM POLICIES:

Hot breakfast and lunch are available each day. The cost for each meal including milk is determined each year by BVSD's Nutrition Services Department. They can be contacted at 720-561-5042 or [Boulder Valley Food Services website](#).

We encourage students to purchase lunches and/or breakfasts by the week or month. Credit cards may be used via the BVSD [My Payments Plus System](#). Please make checks payable to BVSD, noting the student's name and student number on the check. Any surplus money will be rolled over into the next year's account unless the student is leaving BVSD. In that case, the money will be refunded.

Students bringing their own lunch may purchase milk, orange juice, or a side salad if they would like. We prefer lunch drinks brought from home be in a container other than glass. Weekly [breakfast and lunch menus](#) are available online. At any time during the school year, families may apply for free or reduced lunches. Forms are available in the front office. We also welcome parents to eat lunch in the Fireside cafeteria.

DINING ROOM/CAFETERIA:

As a student it is my responsibility to:

- Bring any outdoor clothing and playground equipment I will need during lunch recess.
- Place all playground equipment in the available cubbies or class bins when entering the dining room. Hang coats on coat hooks or wear in seating area.
- Walk into the dining room in a quiet, orderly fashion.
- Stand quietly, keeping my hands and feet to myself, while waiting to be served.
- Use appropriate table manners.
- Avoid bringing glass containers in my lunchbox.
- Eat only the food on my tray or the lunch I brought from home.
- Respect other's space and volume during conversation by using an indoor voice.
- Make the area clean and ready for the next person. Wait to be dismissed by the dining room supervisor.
- Practice recycling, composting and reusing.

COMMUNICATION BETWEEN HOME AND SCHOOL:

At Fireside we believe in partnering with parents to ensure the best learning experience for every child. To this end, how we communicate makes a difference! Our goal is for our [Fireside Elementary website](#) to serve as the main portal for communication. Parents can link to district communication and access the school calendar, teacher websites, and ongoing news and events information via our school website. Families can expect to receive a weekly communication from the principal on most Fridays and a monthly school Fireside Chat newsletter. As a Green Star School, we make every effort to conserve paper and provide as much communication as possible electronically. Families are able to access classroom information via classroom websites. On a weekly basis, classroom teachers will also send home Friday folders which include student work and other pertinent information to help parents and students stay well informed about learning and student progress throughout the school year.

Out of respect to teachers' time and their focus on all students, please avoid dropping in to discuss student concerns. Instead, schedule a meeting in advance so teachers can be prepared. It is expected that teachers and administration respond to emails and phone calls within 24-48 hours.

REPORT CARDS:

Report cards will be accessed electronically this school year via Infinite Campus following the end of each 13-week trimester. BVSD uses a standards-based reporting system, which provides feedback on students' progress for each given standard each trimester. Distribution dates will be posted on our school calendar.

GRADING/CONFERENCES:

Teachers will discuss grading practices and policies during Parent Information Night. Parent-teacher conferences take place twice over the course of the school year. Dates are scheduled on the school calendar. Parents sign up for conference times once the sign-up window has opened. Additionally, meetings may be scheduled by teachers or parents as needed in order to support student's progress.

STUDENT DIRECTORY:

The directory is a service provided by our Parent Teacher Organization (PTO) and lists students at Fireside by class. This is a great way to communicate with fellow parents and distribute birthday invitations outside the school day. A directory permission form will be made available by the PTO at the start of the school year.

FIRESIDE HOMEWORK POLICY:

At Fireside we believe the purpose of homework is to support students in establishing strong study habits and an understanding that learning continues outside the school setting. Homework is intended to practice or explore studies taught in the classroom, with the primary focus on reinforcing content or building background knowledge before introducing new learning. We also believe that quality family time is essential and that learning often occurs through quality discussions and experiences at home.

The highest leverage for a student's long-term academic success is reading. It is expected in grades K-5 that students are reading nightly - to, with, or by themselves- in order to practice and improve fluency and comprehension skills. While it is up to grade level's discretion what homework is assigned, the average time spent nightly is approximately 10 minutes per grade level, beginning at Kindergarten and 1st grade. This time includes nightly reading, assigned homework, and use of learning tools.

Grade:	Average Minutes:
K, 1	10
2	20
3	30
4	40
5	50

If students are spending an inordinate amount of time on homework, parents or students should inform the teacher. Based on students' individualized learning needs, teachers may also

differentiate homework and modifications may be necessary for homework assignments.

Homework guidelines and expectations are communicated by teachers during the Parent Information Night at the beginning of the school year. We value the partnership and communication between home and school and intend for homework to be a positive experience for your child and family.

Research-Based Homework Guidelines for Teacher and Parents

A summary of research reviewed by Marzano and Pickering (2007), found strong evidence that, when used appropriately, homework benefits student achievement. To make sure that homework is appropriate, teachers should follow these guidelines:

- Assign purposeful homework. Legitimate purposes for homework include introducing new content, practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
- Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
- Involve parents in appropriate ways (for example, as a sounding board to help students summarize what they learned from the homework) without requiring parents to act as teachers or to police students' homework completion.
- Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities.

[The Case For and Against Homework](#)

Marzano, R.J., & Pickering, D.J. (2007). The case for and against homework. *Educational Leadership*, vol 64, number 6, 74-79.

SPECIAL EVENTS/PARTIES:

Keeping wellness at the forefront and aligned with our district policies, school party snacks and birthday treats should be healthy, and sweets are to be avoided. At Fireside, teachers recognize students' birthdays in a variety of ways and students' birthdays are announced during our morning announcements.

PERSONAL ITEMS/CELL PHONES AT SCHOOL:

We kindly request that all toys, games, and items of personal value not be brought to school unless special permission is granted by the classroom teacher. Students should keep cell phones and electronic watches turned off at all times. Cell phones should remain in student's backpacks.

LOST AND FOUND:

Items placed in the Lost and Found will be held until the end of each month. At that time, items will be placed on display on tables in the front entryway. Any remaining items remaining will be donated.

DISCIPLINE PHILOSOPHY:

At Fireside Elementary we believe that school should be a safe, inclusive, caring, and productive environment that optimizes students' full potential. We recognize that every student has certain rights and responsibilities for exercising appropriate behavior at school. We believe

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that all students are capable of learning, being responsible for their actions, in control of their behavior, and able to learn from their mistakes. Student discipline and character education is an important part of learning at school and is best supported through parent partnerships. As we work together as a community to teach responsibility, respect, and fairness, we are influencing our students' ability to engage, problem-solve, and interact in our community and beyond. District behavior expectations are available online in the [BVSD Student Rights and Responsibilities](#) handbook.

We recognize that students at Fireside Elementary come from different backgrounds and understandings of what is and is not acceptable behavior at school. In order to provide consistency of expected behaviors, we use a PBIS (Positive Behavioral and Intervention Support) Matrix which identifies expected behaviors in different settings throughout the school. These behaviors are taught and reinforced by staff and emphasized during our school-wide *PRIDE Assemblies*.

At Fireside, we strive to create an equitable environment whereby students demonstrate their **P.R.I.D.E.** through words and actions: P-Politeness, R-Responsibility, I-Integrity, D-Determination, E-Excellence. In addition to our school-wide matrix, we also focus on teaching students specific social skills in order to prepare them with problem-solving, collaborating, and other tools to develop resilience and self-control. *Well Managed Schools*, *Restorative Justice*, and *Mindfulness* practices are some of the approaches used to guide students in becoming contributing citizens. Our aim is to provide the tools necessary for students to become empathetic and collaborative, as these are critical life skills for students' future success.

For students with serious infractions, they will be referred to Ms. Keppler, given a Major Office Referral, signed by the student, principal, and parent. Typically, incidents involving a Major Office Referral involve a parent meeting and/or phone call as well as restorative questions and/or consequences to ensure the incident doesn't happen again and the child learns from the mistake.

Positive reinforcement for appropriate behaviors are emphasized throughout the school in a variety of ways, in classrooms and other settings. Students are recognized school-wide for exercising positive behavior and making good choices with Falcon Feathers and the *Fireside PRIDE Award*. This award may be given by any staff member to students in Preschool-5th grade who exemplify personal growth that goes "above and beyond" and demonstrates one or more of the P.R.I.D.E. attributes. The student makes a special trip to Ms. Keppler's office, phones home to celebrate the achievement, and the student's photo is taken and displayed in the hallway and Fireside Chat. Our Positive Behavior and Intervention Support System promotes a positive school culture for students, staff, and the community.

SCHOOL DRESS:

Students should arrive to school clean, as well as comfortably and appropriately dressed. Hats may only be worn outside with the exception of classroom or school-wide designated "hat days." Students should not wear clothing that is revealing or includes offensive slogans or graphics. While we recognize that students have individual preferences for expressing themselves, students may not wear apparel that is deemed disruptive to the learning environment. Short tank clothing or skirts, short shorts, or other attire which may reveal midriffs or expose undergarments are not allowed to be worn by boys or girls. Appropriate footwear is also encouraged for active participation in physical education and recess. On particularly rainy or

snowy days, it's a good idea to send an extra pair of socks. We also encourage clothing to be labeled.

USE OF MOVIES FOR EDUCATIONAL PURPOSES:

The use of movies **shall correlate with and enhance the educational program.**

The chart below shall guide the selection of movies.

RATINGS (based on current movie rating system)*				
Grade Level	G	PG	PG-13	R
Pre-K - 5	No prior permission is required.	Prior permission is required.	May not be shown at these grade levels.	May not be shown at these grade levels.

When showing a movie that requires parental permission, staff shall notify parents/legal guardians **in writing at least five (5) days in advance.** Such notification shall include the name of the movie and its rating, rationale for showing the movie, the description of an alternative activity if permission is not granted by the parent/legal guardian, and a permission form which requires the signature of a parent/legal guardian and which is to be returned to the teacher. Should the need arise, teachers will also be expected to provide an alternative educational activity for students who opt out of viewing the film. This administrative procedure applies to all K-5 programs and to all Before-and-After School Programs sponsored by the district.

*The Code of Self-Regulation of the Motion Picture Association establishes the following ratings:

- G All ages admitted. General audiences.
- PG All ages admitted. Parental guidance suggested. Some material may not be suitable for pre-teenagers.
- PG-13 Parents are strongly cautioned to give special guidance for children under 13. Some material may be inappropriate for young children.

STUDENT SAFETY:

At Fireside we take the physical, social, and emotional safety of each child seriously. Staff and students engage in safety and preparedness training. As a district we use the nationally recognized Standard-Response Protocol. [SRP - Standard Response Protocol](#) We encourage parents to keep a copy of the SRP at home and review the procedures with your child.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC):

Meets in the library or a classroom six times throughout the school year on Thursdays from 5:30 to 7:00:

Purpose: This is a statutory requirement for every school in Colorado. The purpose of this committee is to provide opportunities for parents, staff, and community members to be involved in the planning and evaluation of the school improvement goals and the school's instructional programming. There will be open forums for topics of discussion at alternating meetings determined by the School Improvement Committee and shared in SAC agendas. Attendance at all SAC meetings is required by elected seats: Chair, Secretary, PTO and PAC Representative, DAC Representative, and a teacher representative. The committee meets six times over the

course of the school year. All SAC notes are posted on the website. If interested in joining the School Accountability Committee, please contact Ms. Keppler.

VOLUNTEERISM:

At Fireside we welcome and encourage active participation from our parents and community members. Volunteering is an excellent way to stay informed and become a contributing member of the school's success. Information is provided by our Parent Teacher Organization and classroom teachers regarding ways parents can [volunteer](#) at the beginning of the school year during Parent Information Night. All volunteers must complete a mandatory background screening prior to volunteering in the classroom, at events, or on field trips.

OFFICE PHONE USE:

The office phone is only to be used by students in case of an emergency. Families are expected to make after-school arrangements in advance.

PETS:

We want to assure that students have a safe and healthy learning environment. **To that end, we ask members of our school community to refrain from bringing pets anywhere on school grounds as they can pose health and safety concerns.** Thanks for your cooperation.

PLAYGROUND SAFETY:

Recess is an opportunity for students to be active, engage in creative play, and build friendships. Each fall, and throughout the school year as needed, class meetings are held to discuss the safe use of playground equipment and playground expectations.

Harassment or bullying behaviors **WILL NOT** be tolerated. Games involving carrying another person, "play fighting," weapon play, or tackling another student are also not permitted.

During wet, snowy, or icy conditions, throwing snowballs, sliding down hills, or across pavement is not allowed. These activities also result in wet, dirty clothing which causes problems inside our school and health concerns for students.

Please note only preschool students are permitted to use the preschool playground area.

TECHNOLOGY VISION:

At Fireside, we recognize that the ability to use technology is an increasingly important 21st Century skill and that student engagement and learning are enhanced with the appropriate use of technology in the classroom. Students need consistent access to a variety of technology tools. Technology also is a vital communication tool linking school, home, community, and the world. Our purpose is to provide the students at Fireside, at all grade levels, with the tools and technical knowledge to enhance success as students and as global citizens. We will use technology to stimulate curiosity and develop critical thinking skills in all areas of the teaching and learning cycle.

Our Goals

- Integrate technology into all content areas and use technology to increase student engagement, collaboration, and access to resources and information and to develop critical thinking skills.
- Use technology to collect, manage, evaluate, and share information.

08/02/2017

- Provide technology instruction that fulfills [ISTE](#) standards.
 - Use technology to enhance our ability to provide students with active, inquiry-based, student-led learning opportunities.
 - Use technology to expand student access to our curriculum and to practice necessary skills.
 - Use technology to provide differentiated and individualized instruction.
 - Use assistive technology to help all students be successful learners.
 - Use technology to provide effective and efficient communication, sharing District and Fireside procedures, policies, and information with our community.
 - Provide teachers with the professional development needed to enable them to use technology effectively in their classrooms.
 - Ensure that technology and professional development opportunities are available to all teachers, at all grade levels.
 - Have students use technology responsibly, as good digital citizens.
 - Use technology to enhance teacher productivity and communication with families.
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Thank you for taking time to read the Fireside Student and Family Handbook. Our hope is for every family to feel welcomed, informed, and excited about being part of Fireside Elementary.

Once the handbook has been read and discussed, please sign and return the signed slips to your child's teacher by September 9. As always, should you have questions or suggestions about ways to enhance the handbook, please contact me: christa.keppler@bvsd.org

Child's Name _____

Child's Signature _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Sincerely,

Christa Keppler, Principal