



**HYGIENE ELEMENTARY SCHOOL**  
A STEAM FOCUS SCHOOL – IMAGINE. INNOVATE. INSPIRE

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# Student Handbook

## 2017-2018

11968 N. 75<sup>th</sup>  
Longmont, Co 80503

Phone: 720-652-8021  
Attendance: 720-652-8022  
Fax: 720-652-8025

<http://hes.stvrain.k12.co.us>

Renee Collier  
Principal

# Staff

**Mission: We believe every child can learn with confidence and passion. In strong partnership with families and the community, Hygiene fosters rigorous and creative learning opportunities.**

Renee Collier (Principal)  
Pamela Dean (Secretary)  
Rebeca Melara (Clerk)  
Sarah Marusiak (Health clerk)

## **Preschool**

Becky Gaede  
Deb Wade (Paraprofessional)  
Karen Frantz  
Victoria Drees (Paraprofessional)

## **Kindergarten**

Sharon Fisher (Full Day Teacher)  
Audrey Braun (Half Day Teacher)  
Lisa Shykula (Paraprofessional)

## **1<sup>st</sup> Grade**

Suzannah Evans  
Maridee Moll

## **2<sup>nd</sup> Grade**

Jo Keller  
Cathi Brents

## **3<sup>rd</sup> Grade**

Tricia Fixmer  
Leah Stoll

## **4<sup>th</sup> Grade**

Donna Guest  
Jessica Moore

## **5<sup>th</sup> Grade**

Taron Corson

Amy Erdman

## **Special Education Team:**

Teresa Thurman-Zuck (Full time teacher)

Rebecca Knapp (Half time teacher)

Annie Barth (Paraprofessional)

Katie Haaland (Special Education Facilitator)

Wendy Levin (Speech Language Therapist)

Kim Bertele (Occupational Therapist)

## **Specials**

Kate Newell (PE)

Linda Emmerman (Music)

Kelly Kleyn (Art)

## **Support Staff**

Sherry Legrand (STEAM Coordinator)

Suzanne Krebs (Literacy)

Mary Magee (ESL)

Linda Hockman (GT)

Michele Bourgeois (Counselor)

Jill Jarvis (Media Tech)

(Computer Lab)

Tanya Ross (Literacy)

## **Community Schools**

Veronica Vigil (Manager)

Connie Delaplaine

Kay Dunaway

## **Nutrition Services**

Terri Weir (Lead)

## **Custodial**

Kelley Davis

Greg Benson

# Important Dates

August 14	Kindergarten Assessment
August 15	First Day of School
August 17	First Day of School preschool/kindergarten
August 25	Vision/Hearing
September 4	Labor Day
September 6	Late Start
September 13	School Pictures
October 6	Jogathon/Fall Festival
October 9,10,11	Parent/Teacher Conferences
October 13	No School- Teacher Comp Day
October 16	No School
October 30	Picture Retake
November 1	Late Start
November 7	STEAM Night
November 20-24	No School~ Thanksgiving Break
December 1	Report Cards Available Online
December 6	Late Start
December 12	Arts Night for grades Prek-2
December 19-30	No School - Winter Break
January 12	No School
January 15	No School -Martin Luther King Day
January 29,30,31	Parent Teacher Conferences
February 7	Late Start
February 16	No School
February 19	No School -President's Day
February 20	Spring Pictures
February 27	Arts Night for grades 3-5
March 7	Late Start
March 9	Report Cards Available Online
March 20-21	Hawk Air
March 23	No School
March 26-30	No School - Spring Break
April 4	Late Start
April 10-28	State Testing Window (CMAS and PARCC)
May 2	Late Start
May 22	Continuation Ceremonies for kinder/5th
May 24	Last Day for Students

## **School Hours**

9:10-3:45 pm for grades K-5  
9:10 am-11:50 Half Day Kindergarten Ms Braun

Monday-Thursday am (9:15-11:55 am) and Monday-Thursday (1:05-3:45 pm)  
Preschool (Ms Gaede and Ms Frantz)

**NOTE: Late Start School Starts at 11:30 am for grades K-5 (half day Kinder starts at 1:00pm and no preschool am classes on late start)**

### **DISTRICT ATTENDANCE POLICY-JH/JHR**

#### **Attendance**

Regular attendance is essential for success of your child. Our goal is for every student to attend a minimum of 96% of the time, which means missing no more than 7 days of school during the school year. Therefore, it is essential that your child be present as much as possible.

At Hygiene, we have a robust curriculum and the content is taught in sequence, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to completely make up a day's learning even though the missed assignments have been completed. The discussion and activities that take place in the classroom are as important as the written material.

#### **Excused Absences**

The following absences may be considered excused absences.

1. A student who is temporarily ill or injured or whose absence is approved by the principal of the school of attendance on a prearranged basis. Absences under 5 days do not require a doctor's note but anything more will require a note from the physician or health care provider.
2. A student who is absent for a prearranged extended period due to physical, mental or emotional disability including a significant injury.
3. A student who is attending any school sponsored activity or activities of an educational nature with advance approval by the principal.
4. Serious illness or death in the family.
5. Family emergencies or hardship.
6. Family vacations. While highly discouraged, such absences must be prearranged with the teacher and principal. Contact the principal about the possibility of having the absences excused. Only 5 days maximum allowed.
7. Religious observances when requested by a parent or guardian.
8. Absence required by a legal body or social agency (court, juvenile authorities, public health department)

## **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because tardies are disruptive to the learning environment, we highly discourage it from happening. Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem. **Therefore, all students need to be in the class by 9:15.**

## **Unexcused Absences:**

The following are unexcused absences:

Illness (5 days without doctor's note)

No transportation

Relatives visiting

Care of siblings

Loss or death of a pet

Sleeping in or missing the bus

Relatives visiting

## **The following protocol will occur in the event of all absences:**

3 total Absences – a letter will be sent home from the school

6 total Absences – a letter requesting to meet with the principal

10 total absences- written documentation from doctor and placed on attendance contract

12 total Absences – a referral to attendance advocate

## **ATTENDANCE REPORTING**

Parents are required to notify the school office either by telephone at (720)652-8022) or email the attendance clerk, Rebeca Melara at [melara\\_rebeca@svvsd.org](mailto:melara_rebeca@svvsd.org) on any day their child is absent. If you need to leave a voice mail, please include the following information:

**Child's name**

**Date of absence**

**Teacher's name**

**Parent's name**

**Reason for absence**

**Office Hours:**

The office is open from 7:45 am-4:15 pm. If you need to meet with the principal, it is always recommended that you call and schedule an appointment with Pam Dean. This way, we can save time and ensure that Ms Collier does not have other meetings and commitments.

**Communication between School and Home:**

We believe in a strong partnership between home and school. At the core of this, communication is vital and essential to the success of our Hygiene students. In order to support this philosophy, our teachers and staff use a variety of communication techniques. Here are some of the methods our teachers use:

- Newsletters, both all school and monthly/weekly letters by grade levels
- Email updates
- School's web site
- Weekly Tuesday take home folders and Tuesday electronic updates sent by the office
- Email
- Conferences (twice a year scheduled, see important dates)
- Conferences scheduled when necessary to foster partnership and success of individual students

The teaching day for licensed staff is from 8:25-3:55 pm. If you need to communicate with a teacher, many times it is easiest to call them in the morning between 8:25-9:00 am. Please be mindful that teachers have meetings in the mornings and may not get back to you immediately. All teachers and staff have an active voicemail that is accessible any time. Please call the main number and request for the teacher's mailbox number. Email is another way to reach all staff at Hygiene.

**Homework Expectations and Make-Up:**

Homework plays an important role in the educational process. It is an opportunity to build stronger partnerships by providing practice at home of a skill/concept that was taught in the class during the school day. In addition, it reinforces skills taught so that mastery is ensured. We encourage parents to have discussions with your child so that positive perceptions of learning are created early in the school year.

The general rule of thumb for homework is 10 minutes per grade level. For example, Kindergarten 10 minutes, 1<sup>st</sup> grade 10 minutes, 2<sup>nd</sup> grade 20 minutes, 3<sup>rd</sup> grade 30 minutes, 4<sup>th</sup> grade 40 minutes and 5<sup>th</sup> grade 50 minutes. These minutes do not reflect additional reading expectations and logs designated by each grade level.

All students are expected to make up school work missed because of absenteeism. Students will be granted full credit for make-up work provided the work is completed within this time period.

**Absences                      Time allowed to make up work**

1 day	1 day
2 days	2 days
3 days	3 days

After two days of absences due to illness, a parent may call to request homework. A parent or sibling may pick up the homework in the office by making arrangements with the teacher.

**Health Services and Illness:**

Any school day that your child complains of not feeling well, it is a good idea to keep him/her at home. If your child starts to feel better, please keep in mind that the child can come anytime to school. PLEASE NOTE: Your child may not return to school until they have been vomit free for 24 hours. This also includes having a fever. If your child becomes ill at school, the office will contact you immediately. It is an expectation that your child will be picked up within an hour of receiving the phone call from the office.

Keep in mind that we have limited health services available. Sarah Marusiak is in our building six hours a day. Therefore, the office staff handles the all remaining health concerns. It is an expectation that the school has the following information on file should an emergency arise:

- Home and Work numbers where parents can be reached
- Emergency Contacts in case parents can't be reached
- Current health conditions (allergies)
- Immunization Records

***Immunizations-District Poicy- JLBR***

No Student may attend the school in the District unless the student has presented to the school an up-to-date certificate immunization or a completed exemption form. The student may register but shall not be allowed to attend school until the immunization record is received. A student shall be exempted only upon submission of one of the following:

1. Certification from a licensed health care provider that the physical condition of the child is such that immunization would endanger the child's life or health.
2. Statement signed by one parent/guardian or the emancipated child that the student adheres to a religious belief who teaching are opposed to immunizations.
3. Statement signed by one parent/guardian or the emancipated child that the student holds a personal belief that is opposed to immunizations.
4. In the event of an outbreak of disease against which immunization is required, no exemption will be recognized and those students will be excluded from school.



**Colorado law states that a student entering school for the first time must have the following immunizations.**

**Number of Doses**

<b>Vaccine</b>	<b>Age 0-4</b>	<b>Age 5 and up</b>
<b>DPT</b>	<b>4</b>	<b>5</b>
<b>Polio</b>	<b>4</b>	<b>4</b>
<b>MMR</b>	<b>2</b>	<b>2</b>
<b>Heb B</b>	<b>3</b>	<b>3</b>
<b>Varicella</b>	<b>2</b>	<b>2</b>

**Kindergarten Immunization:**

Kindergarten students entering school for the first time must submit proof of full immunizations by the first day of school. No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements for immunizations against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Immunizations must be completed prior to school entry.

**Dispensing Medication:**

St Vrain School District employees are not allowed to dispense prescription or non-prescription medication to your child without written consent from a physician or health care provider. The School must have this on file and the form may be picked up in the health office.

**Preschool Hours and Classes:**

**Ms Gaede**

**Mon-Thurs. 3/4yr olds AM 9:15-11:5 or PM 1:05-3:45 \$290/month**

**Ms Frantz**

**Mon-Thurs. 3/4yr olds AM 9:15-11:45 \$290/month**

## GUIDELINES FOR KEEPING YOUR STUDENT HOME

***“To keep everyone healthy, we ask that you follow the guidelines if your child has any of these conditions.”***

***The beginning of any infectious illness is usually the time it is most likely to spread to others. This is also the time your student is probably feeling unable to participate in class. In order to keep everyone healthy, we ask that you observe the following guidelines and keep your student home if he/she exhibits any of the following:***

***Fever, vomiting, or diarrhea: Your student should remain home for 24 hours after symptoms end.***

***Colds/respiratory viruses: Keep your student home at the beginning of a cold. This is also the time when one is most infectious and least likely to feel well enough to participate in class. When he/she feels better and no longer has a persistent cough, it is permissible to return to school.***

***Strep Throat: Your student may return to school after taking the antibiotic for 24 hours, they feel better, and are free of symptoms.***

***Chicken Pox: Your student should stay home until there are no new lesions and all existing lesions have scabbed over.***

***Pink Eye: Any eye infection must be treated by a physician before the student returns to school. If antibiotic therapy is prescribed, the student must remain home for at least 24 hours after treatment has begun, and they must be free of eye drainage before returning to school.***

***Open sores on skin: All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ring worm, scabies, and other fungal, bacterial, or viral skin infections.***

***Generalized skin rash: Any student with an undiagnosed skin rash must be seen by a physician for diagnosis and/or treatment before returning to school with a note from the health care provider.***

***Head Lice: Your student may return to school only after treatment with lice shampoo.***

***A student will be sent home from school if he/she has any of the above conditions and/or has a temperature of 100.1 F. or more.***

## **CREATING A POSTIVE LEARNING ENVIRONMENT AT OUR SCHOOL**

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to behavior focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Hygiene Elementary is the four building-wide expectations:

- Safety
- Ownership
- Achievement
- Respect

In addition to our behavior expectations, PBIS has four other components: 1) a **behavior matrix** which explains behavior expectations in each school setting; 2) **direct teaching** of the expectations; 3) **soaring slips** and 4) **Problem Solving Report (Stop Think Act Review)** to record and address inappropriate behaviors.

### **BEHAVIOR MATRIX**

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria, it is respectful to say “please” and “thank you.” It is responsible to clean your space. The matrix is posted in every classroom including cafeteria and main hallways.

### **SOARING SLIPS**

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. A SOAR slip is an incentive for students to follow the school rules. Staff members will give out SOAR slips when students are meeting or exceeding behavior expectations as frequently as possible. Each classroom teacher will collect slips. When classroom goals are met, students will enjoy a class reward as well as participating in periodic school-wide celebrations.

### **Student of the Month Celebration**

We value celebrations and catching students SOARING by modeling character traits that are valuable and life-long skills. A character trait is introduced school wide at the beginning of the month and at the end of each month, a student from every class including the specials teachers will be nominated. On late start days, we will have a Student of the Month Celebration where they celebrate with one another and also Ms. Collier.

## **Teaching Expectations**

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year by teacher and the counselor through classroom visitations.

The Hygiene staff will all be responsible for redirecting students in a variety of school settings that include specials, cafeteria and playground. Therefore, the playground supervisor may enforce timeout, removal from the playground, or referral to office for violence, vulgar language or disrespect of authority.

## ***Problem Solving Reports***

Even with clear expectations and positive reinforcements, sometimes our students need redirection. In order to support our students in becoming responsible citizens, they will be expected to participate in solving their own problems, with adult guidance, as part of the discipline process. When a student does not exhibit behaviors that demonstrate the expected SOAR Behavior Matrix, a Stop Think Act Review (Problem Solving Report) will be given and appropriate consequences will be assigned. The type of consequences and time frame depends on the nature, seriousness and/or frequency of the problem. Restorative consequence based on “repairing the harm” will be implemented. It is important to know that certain behaviors will not be tolerated for the safety and well-being of our learning community.

The staff has developed minor/major definitions of behavior for clarity and consistency. Refer to the Stop Think Act Review form for behavior definitions for minor/major infractions.

Minor infractions are behaviors that are disruptive to the learning environment but can be handled by the staff or teacher.

Major infractions are behaviors involve fighting, safety of others, total defiance, or a major group issue where facts need to be gathered. A phone call from the principal will occur with all major infractions.

**In order to promote school/home communication**, students will be required to take home the Stop Think Act Review Form as part of the discipline process. Please be aware that certain student actions require notification of law enforcement, out of school suspension, or referral for expulsion.

Please refer to Board Policy JICD for more information regarding the St. Vrain Valley School District’s Code of Conduct.

Because, together we can achieve more, we believe in the true partnership between home and school. To help support the PBIS at Hygiene Elementary, please help us with the following:

- Reviewing behavior expectations with your child
- Signing and returning the behavior matrix slip sent home with your child
- Using the four expectations at home
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home

**The Hygiene Staff will consider the following when working with students to decide**

**Consequences/responses:**

- Board policy
- Posted classroom rules
- Input from the classroom teacher(s)
- Age and behavior of the student
- Circumstances and history of the student/incident

**Some possible consequences/staff responses might be:**

- Teacher and/or student and/or parent contact
- Break Time—which means that an individual is out of control and needs to take time to be calm and ready to comply with the role of being a student. Recovery may take place in the classroom, office or could even include time at home and the student may return when he/she is under control.
- Referral to the school guidance counselor to help the student develop a plan to correct the problem
- Conference held with parent and student to develop a plan to correct the behavior
- Loss of privileges/activities for extended time
- School service time
- Out-of-school suspension (administration only)
- Referral to other sources of assistance including the law
- Recommend expulsion to the School Board (administration only)

Behavior Mediation is an ongoing process, not just what happens to a child when he/she gets into trouble.

The staff encourages all students to have Soaring Behavior which includes the following:

1. Safety of self, others, staff members, and the property of others.
2. Ownership for their own actions and behavior.
3. Achievement
4. Respect for self and others.

We adhere to the St. Vrain Valley School District Discipline Code. A copy of this conduct policy is available at the front office and online. If you do not have a copy and would like one, please contact the front office.

# Hygiene Hawks Soar

	All Settings	Classrooms	Hallways	Bathrooms	Library & Computer	Playground	Lunchroom	Arrival & Departure	Bus	Events
<b>S SAFETY</b>	Follow adult directions  Protect self and others	Hands/feet to self  Use materials properly  Walking Feet	Walk in line, facing forward  Walk on the right side of the hall  Watch where you are going	Wash hands  Quiet voices	Wash hands before arriving  Use story steps and computers safely  Keep books safe at school and home	Use equipment properly  Help others in need  Follow playground rules	Walk  Touch and eat your own food  Maintain personal space	Use correct door  Use crosswalks and sidewalks  Upon arrival, line up	Keep hands, feet, objects to self  Keep aisles clear  Stay in seat	Sit flat  Hands, feet, objects to self
<b>O OWNERSHIP</b>	Be a good example	Focus  Do your best  Persevere	Know where you are going  Keep equipment/materials quiet	Flush toilets  Throw trash away	Replace books and materials carefully  Push in chairs	Use Peace Place strategies  Stop-Walk-Talk	Finish your lunch before leaving  Clean up table and floor area	Bus riders go directly to the bus  Commuters go directly to cars	Arrive on time to bus stop  Follow bus rules	Be on time  Enter and exit calmly and quietly
<b>A ACHIEVEMENT</b>	Best effort  Set goals  Celebrate accomplishments	Be timely  Have materials ready and organized  High Quality Work	Walk directly to where you are going	Ask permission  Use pass  Return quickly	Return books on time	Prepare for the weather  Line up quickly	Wait patiently in line until dismissed  Go directly to recess when dismissed	Be on time  Pack all materials needed for homework	Keep track of bus passes	Focus to learn
<b>R RESPECT</b>	Reduce, reuse, recycle  Use manners	Be kind to all  Help/share with others  Active listening	Quiet voices  Respect murals, displays and doorways  Hands/feet to self	Maintain personal space  Observe privacy of others	Quiet voices  Treat books and equipment carefully	Care for and return equipment  Good sportsmanship Include others	Wait for dismissal  Silent when lights out  Welcome others	Walk  Enter and exit quietly and calmly	Be kind to all  Greet and thank bus driver daily	Keep aisles clear  Follow special rules
	0-4 0= No Voice	0-2 1= Whisper	0-1	0-1	0-2	0-4	0-2	0-2	0-2	0-2 4= Emergency Voice

Please check the item that best describes the incident and circle/underline definition descriptors that apply.		
BEHAVIOR INCIDENT	MINOR DEFINITION	MAJOR DEFINITION
<b>Inappropriate/Abusive Language or Profanity</b>	Use of inappropriate topic, being mean spirited or name calling in written or verbal form.	Swearing or use of obscenities, negative comments, gestures, verbal threats, pictures or writing to demean or threaten.
<b>Physical Contact / Aggression or Fighting</b>	Non-serious but inappropriate physical contact that does not respect personal space.	Any actions involving physical contact causing injury or harm.
<b>Disrespect / Defiance or Non-compliance</b>	Unkind tone of voice, interrupting, blurting out, spitting, failure to respond to adult requests.	Arguing, talking back, refusal to follow directions, or socially rude interactions.
<b>Disruption</b>	Interfering with other students' learning, talking to others during quiet time, loud transitions, purposeful noise-making.	Action or activity causing interruption in class or activity, repeated behavior that interferes with teaching and/or learning. Chronic non-compliance, walking out of classroom.
<b>Misuse / Damage of Property</b>	Graffiti on tables, chairs, walls, bus, etc. Misuse of any tools, equipment and/or materials.	Destruction of school or private property. Graffiti/vandalism with racial or obscene messages. Arson-playing with matches or combustibles.
<b>Dress Code Violation</b>	Wearing improper footwear, i.e.; Wheelie shoes open and in use. Hats and hoods worn at times other than recess. Wearing clothing with offensive message, or that becomes a distraction.	Wearing articles of clothing with obscene or racial comments that reveals skin or undergarments causing a distraction or presents a hazard.
<b>Technology Misuse / Abuse</b>	Cell phone on, electronic devices out of backpack during school hours Misuse of school computers.	Accessing unapproved websites, inappropriate use of electronic devices during school day. Disrespect of school equipment.
<b>Harassment / Teasing / Taunting</b>	Teasing, name calling or inappropriate physical gestures.	Threatening, obscene, bullying, taunting intimidating behavior, (verbal, written, or gestural) that includes degrading comments about gender, ethnicity and/or lifestyle.
<b>Theft / Forgery</b>	Impulsively stealing materials.	Forging documents. Stealing with intent and forethought.
<b>Lying / Cheating / Copying</b>	Falsifying information to avoid getting in trouble, telling untruths that are harmful to others. Wandering eyes.	Purposeful copying of other student's work. Duplication of another author's literary work and claiming as own.
<b>Inappropriate Substances</b>	Unapproved gum chewing. Use or possession of medications without following protocol / not monitored by health clerk.	Use or possession of tobacco, chew, alcohol or medications in any form-not reported and in violation of BOE policy.
<b>Weapons</b>	Use of everyday object as a weapon.	Possession, use, threat or intended use of any object to inflict bodily injury.

## School Closures

Please check the following websites and TV/Radio Stations for school closures:

### District Web Site:

<http://www.stvrain.k12.co.us>

### FM Radio Stations:

91.5 KUNC  
98.5 KYGO  
101.1 KOSI  
103.5 KBPI  
105.1 KOOL

### AM Radio Stations:

830 KHOW

### TV Stations

Channel 2 GWGN  
Channel 4 KCNC  
Channel 7 KMGH  
Channel 8 Longmont Cable Trust Channel  
Channel 19 KUSA  
Channel 18 Comcast Cable Education Channel

### Classroom Volunteers/Visitors

Parent and community volunteers are the greatest gift in the world to schools. Parent volunteers at Hygiene are anxious to help in classrooms on a regular basis. They help with small group instruction, individual student assistance, clerical and workroom duties. Volunteer help is most effective when prior plans have been made. Remember that teachers and volunteers must be discrete about students' talents, work habits, and problems. Volunteers should be aware of the school and classroom rules. Below are the procedures for visiting and volunteering.

- **We encourage parents to visit and volunteer. All visitors and volunteers must enter through the main door and sign in at the office.**
- **Visitors and volunteers will be given a badge after they check in at the front desk.**
- **Anyone who is in the building without this badge will be asked by any staff member to return to the office to sign in properly.**

### Pet Policy

Pets are not allowed on school grounds. Please leave your pet at home when dropping or picking up your child.





# HES Parking Rules

The safety of all students is of utmost importance to Hygiene Elementary staff and parents. Please respect the rules below when picking up or dropping off your students!

- ✗ **DO NOT** park in the “Hug & Go” lane at any time.  
*This includes Preschool and ½ day Kindergarten.*
- ✓ **DO** pull all the way forward in the Hug and Go Lane to close the gap between you and the car in front of you. Continue to move forward as cars exit the lane and you wait for your child.
- ✗ **DO NOT** get out of your vehicle to park when stopped in the “Hug & Go” lane.
- ✓ **DO** park in the diagonal parking spaces if you need to walk up to the building to meet your child or drop something off.
- ✗ **DO NOT** stop directly in front of the school, even in bad weather, as this blocks the incoming and outgoing buses.
- ✓ **DO** let children out only on the sidewalk side of the car!
- ✗ **DO NOT** leave your car idling or cross over the double line to park.
- ✓ **DO** set a strong example for your child and use the crosswalk.

*Adults who do not follow these guidelines will be reported to the authorities.*

**Thank you!**

**Remember, this is for the safety of our children!**

**THE HUB – Community Schools Before and After School Care**

We are extremely excited to have The Hub at Hygiene. The purpose of the Hub is to provide before and after quality child care and enrichment opportunities for all the students.

The Hub is located in the cafeteria on a regular basis and also the gym and other classes based on the activity. The Hub provides a unique opportunity for students to have an extended day while addressing the whole child. The Hub is under the direction of Veronica Vigil, our Community Schools Site Program Manager and is licensed through the Colorado Department of Human Services.

We are open from 7:00-9:10 am before school and then again from 3:45-6:00 pm after school. We also offer child care on late start days. Registration can be picked up and dropped off at Hygiene Elementary School in the front office. Veronica Vigil can also be reached at [vigil\\_veronica@svvsd.org](mailto:vigil_veronica@svvsd.org) or by calling 720-652-8026.

**The Hub Registration Fees**

Single Child.....	\$50
Family.....	\$75

**Tuition Fees**

**Full Time (5 days a week) Child Care:**

A.M. \$13.00/day	P.M. \$13.00/day
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**Part Time and Flex schedule Child Care:**

A.M. \$15.00/day	P.M. \$15.00/day
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**Drop in/adding additional days (space pending and 48 hour notice required)**

A.M. \$20.00/day	P.M. \$20/day
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**FIELD TRIPS**

Teachers may schedule field trips that enhance and support instruction. The cost of these trips will mainly be supported by funds raised by the PTO, but there may be times that families will need to contribute to the cost of the field trip.

## **GREEN STAR SCHOOL**

Hygiene is a 'Green Star School'. Students and staff are involved in purposeful behaviors to reduce, reuse and recycle with the goal of having "Zero Waste". The student council will provide information and training on a regular basis on being a Green Star School. Please support these efforts when purchasing supplies for your child, sending lunches & snacks with your child, etc.

## **LUNCH FEES AND PROCEDURES**

The price of a school lunch for elementary school students is \$2.75. Although students may buy a lunch on a daily basis, it is recommended that students bring a check for multiple lunches. Checks are made out to Nutrition Services. Parents also have the option to pay electronically. Please visit [EatSchoolLunch.Com](http://EatSchoolLunch.Com). The lunchroom cashier will credit each student's account in the computer system. Students will be notified when he/she has one lunch left in the account. Students who qualify for reduced lunches may apply anytime during the school year. Students may also wish to bring their lunch from home.

Parents are welcome to eat lunch with their children. Please sign in in the front office and let the kitchen staff know to prepare the appropriate amount of food.

Please review the following rules and procedures with your child.

1. Use soft voices at all times
2. Keep your hands and feet to yourself
3. Keep your food on your tray or in your mouth at all times
4. Walk at all times
5. Remain seated until excused
6. When dismissed, clean up your area and table before lining up
7. Do not share food with one another

## **Dress Code-District Policy-JICA**

We encourage children to come to school dressed appropriately for the weather and ready to learn based on the school's activities for the day. Tennis/athletic shoes are required on PE days which all students have twice a week. It is highly recommended that students do not wear plastic flip-flops or open shoes that may lead to injuries. Any tee shirts with obscene or racial comments, spaghetti strap tank tops, short shorts, midriff shirts and swimwear are not permitted. No underwear should be showing.

Students will not be permitted to wear styles that are disruptive to the learning environment. The Hygiene staff recommends a more traditional/conservative style of dress to avoid confusions. The principal maintains the right to determine the appropriateness of clothing and each incident will be handled on an individual basis.

## **Telephone Use**

The Hygiene school telephone is a business phone and is for business matters only. Therefore, students will have limited access. Please note that we cannot accommodate large numbers of students calling home at dismissal time for instructions on what to do. It is extremely important that parents make prior arrangements with their child on where to go after school.

If a student brings a cell phone to school, it must be kept in their backpack during school hours and turned off. Cell phones may interfere with the learning process.

## **Lost and Found**

Please help us by clearly labeling, with the student's name, all items of clothing such as mittens, caps, hats, jackets, coats, sweaters and boots. In addition, please label your child's lunchbox and backpack. Many mix-ups occur during the year as a result of no name.

When staff members find unclaimed items, they are placed in a bin in the cafeteria. But throughout the school year, we will have a table in the front hall designated to lost items for parents and students to look through to find belongings.

## **Birthday Celebrations**

Recognizing and celebrating your child's birthday is extremely important to the Hygiene staff as it builds a good self-concept and promotes a positive environment. In lieu of no treats, birthdays will be celebrated with Birthday Buttons and Birthday Books. On the day of their birthday (or the weekday closest to it if it falls on a weekend), a student will receive a birthday button to wear during the day. This allows the community to recognize and celebrate this special day with each student.

Students will celebrate their birthday by bringing and donating a favorite book of their choice to the classroom library. The Birthday Book celebration promotes reading rather than treats. At the end of the day, teachers will read their book choice to the entire class. In addition, birthday students name will be announced during morning announcements on their special day.

## **INSTRUCTIONAL PROGRAMMING FOR SUCCESS FOR EACH STUDENT**

It is our mission that every student at Hygiene have an excellent education with a variety of programs and experiences. All instruction will be Standards Based. A list of each grade level's standards can be found on the Colorado Department of Education web site: [http://www.cde.state.co.us/cdeassess/UAS/Printable\\_Standards.html](http://www.cde.state.co.us/cdeassess/UAS/Printable_Standards.html) or on the district website under the Parent Tab of Curricular Resources.

Every student will be provided with a wide variety of rich learning experiences that are challenging and differentiated to support our school mission. It is our expectation for students to become critical thinkers and problem solvers, supported by a strong foundation of basic skills and concepts. The daily use of rigorous movement for breaks will not only support, but enhance learning for all students at Hygiene.

Each classroom has chromebooks and mini IPADS that were recently purchased through the Jogathon Fundraiser. In addition, the teachers utilize the district content standards and the district adopted curriculum as the foundation for our instruction. District adopted curriculum include the following:

**Creative Curriculum Preschool**

**Ready Gen Kinderarten-5<sup>th</sup> grade**

**Math Expressions Kindergarten-5<sup>th</sup> grade**

**FOSS Science kits Kindergarten –5<sup>th</sup> grade**

In addition to utilizing district approved materials, we use leveled books in small group instruction.

Instruction at Hygiene will be directly related to our instructional focus of STEAM. Teachers will use creative and physical movement as a vehicle or means to ensure mastery for all students.

St Vrain Valley School District is a Standards Based System. This means that students receive instruction at his/her own level and teachers are constantly monitoring their pacing and assessing through formal/informal measures so that gaps do not occur. In addition, grade level teachers are flex grouping students throughout the school year to reteach or excel the students.

Literacy is the gateway to all content. Therefore, the literacy block at Hygiene is sacred and implemented with fidelity. In reading, teachers use a variety of materials, flexible grouping and instructional strategies that include whole group, small group and one on one to ensure all students are learning.

The foundation of writing instruction is to teach students the essential traits of writing and how to engage in the writing process of drafting, revising, editing, publishing, sharing their work across all content.

In mathematics, students will develop accurate, fluent, and effective methods for solving problems, and making connections to other content areas. They will construct knowledge through the use of a variety of tools including manipulative and technology. Instruction will be provided as a whole group, in small groups, in pairs and individually. Teachers develop fluency, accuracy and efficiency in mathematical strategies through number talks and homework.

Our Science curriculum is based on FOSS kits which provide students with hands-on learning based on the scientific process. All students in grades K-5 will have access to the FOSS kits and teachers throughout the school year create science units and themes to enhance the curriculum.

### **Specials**

The specials programs at Hygiene will include art, music and physical education. Students in grades kindergarten through fifth grade will receive specials twice a week, spending 45 minutes per day in one of these classes. The instruction in Specials is based on their district standards, and will also support our Instructional Focus of STEAM.

### **Media Block**

Once a week, students will have a media block time which is a combination of library and computer. This will alternate every other week. Students will learn how to utilize all components in the media center and will check out books during these classes. Students will also have computer lab during this time during this time. All students will be allowed to check out materials from our Media Center, and the care of the materials becomes the responsibility of the individual who checks them out. Materials that are lost or damaged must be replaced.

### **English as a Second Language (ELL)**

Hygiene has a program for students whose native language is not English. Students will receive English instruction and support throughout the day from both the ELL teacher and staff. ELL students are integrated fully into the regular classrooms.

### **Gifted and Talented**

As per Board policy IHBB, students will receive appropriate programming based on their needs. Students will be supported by our Gifted/Talented teacher, Ms Hockman. Identified students will work in small groups with the G/T teacher on a regular basis to provide extended learning. In addition to these pull out classes, the G/T teacher will work in collaboration with classroom teachers at all levels to develop appropriate programming/differentiated learning for high achieving students. Classroom teachers will be flex grouping students for instruction so students with similar instructional needs will be working together.

### **Special Education Services**

Our school will offer special programming for students with learning, speech/language, emotional and physical disabilities. We provide a variety of services from push in, small group, to one on one based on the needs of the student. The special education team partners with other support services to develop an individualized program for identified students.

### **Enrichment Opportunities**

Our Community School will provide additional enrichment opportunities through before and after school classes. Topics may include, but not limited to: Spanish, Zumba, homework assistance, robotics, crafts, and sports. These classes will be offered as an optional opportunity to all students!

### **Parent Teacher Conferences**

Parent Teacher conferences are scheduled two times each year. The purpose of this is to discuss your child's progress and needs. Although these are the designated times, parents or teachers may request an appointment at any time to discuss a child. Hygiene is committed to relationships and coming together to build strong partnerships. It is also very important that the teachers are able to give the same information at the same time to both parents. This eliminates confusion and miscommunication. Your joint presence in attending conferences or meetings is highly encouraged.

## Parent Concerns and Due Process

If parents have a concern about their child and/or the school, they should discuss their concern with their child's teacher. In most cases, parents and teachers will be able to reach a satisfactory agreement. If parents and/or the teacher feel that a satisfactory solution has not been reached, they may ask the principal to resolve the problem. The principal will then decide how the concern may best be resolved. Parents have rights of appeal and due process beyond the building principal. If the problem is not resolved by the building principal, the principal has the obligation to inform parents of those appeal procedures and due process rights.

## Class Placement Process and Policy

It is the responsibility of the staff of Hygiene Elementary to assign students their teacher each school year. A variety of factors are considered which may include balancing class size, any services students receive, academic performance, achievement, and social and emotional needs of the child. An Educational Needs Form to gather parent input on the learning and emotional needs of their child is sent out in the spring. Our qualified grade level teachers then use the following process to place each student:

- Classroom teachers will fill out a class placement card about each student which details the child's gender, student services being received, academic performance, achievement level, social/emotional needs, etc.
- Grade level teams will create class lists in the presence of the principal.
- Final decisions about class placement will be made by the principal

## Report Cards and Grading

The purpose of the Electronic Report Card is to describe the student's learning progress to the parents. The student's progress is based on district learning expectations for each grade level. It is intended to inform them about learning successes and to guide improvements when needed. St. Vrain Valley School District has identified a clear set of academic standards/expectations that describe what students should know and be able to do.

Report cards are issued three times a year by trimesters. Each trimester is 12 weeks long. A student must be enrolled 20 school contact days to receive a report card (approximately 4 weeks/1 month). If a student leaves during weeks 1-9, then a Progress Report must be issued. If a student leaves during weeks 10-12, then a Report Card will be issued. **The report card is available on Infinite Campus and the school will send out reminders of when they are available on line.**

	<i>Window Opens</i>	<i>Window Closes</i>	<i>Available</i>
Trimester 1	August 15	November 8	December 1
Trimester 2	December 11	February 23	March 9
Trimester 3	March 19	May 23	May 23

## **Parent Teacher Organization**

The Hygiene Parent-Teacher Organization is an active partner in our school community. The purpose of the organization is to build community between school personnel, staff, and parents as well as to fundraise to benefit the educational experience of the children. The PTO sponsors an amazing variety of activities and events throughout the school year that create a memorable experience for the students.

The PTO sponsors one major fundraising opportunity each year, the Jogathon. This event occurs annually in October. The funds raised directly benefit the students at Hygiene. In addition to the Jogathon, PTO sponsors several other events such as Hawk Air, Science Fair, Spelling Bee, Fall Festival, Pumpkin Carving Contest, Talent Show and Summer Soaring. These are all memorable events for the students that are a direct result of the strong parent and community support.

PTO Board meetings are held monthly with a teacher representative present. General PTO meetings are held three times per year, and include an update on the activity of the organization as well as providing a shared learning presentation on timely topics that include: state of the district, technology plan, nutritional services, safety and upcoming community events. Meeting dates/times are published in the newsletter and on the school's web site and master calendar.

The 2017-2018 PTO Officers:

Presidents – Monica Smetana and Karen Burel

Vice-presidents - Maryam Moore and Katie Gaddis

Treasurers – Jody McCain and Andi Henry

Secretaries – Andi Henry and Adrienne Fredericks

Teacher Reps - Sharon Fisher and Donna Guest

We are always looking for volunteers. Please do not hesitate to reach out to any PTO officers or the principal for more information on how to get involved.

## **Registration/Withdrawal of Students**

When a student enrolls at Hygiene, all paperwork must be completed before the student may begin attending. Required paperwork includes a student enrollment form, authorization to release records from the previous school, and copies of (1) proof of residency, (2) birth certificate, and (3) immunization records.

Please do not expect to register your child and have him/her start school the same day. We need 24 hours to allow teachers time to prepare a desk, chair, and other classroom materials that create a welcoming first day experience for your child.

If you need to withdraw your child from Hygiene, please communicate with the front office and the teacher where your child is going so that we can have all records sent in a timely fashion.



**Bus and Transportation Procedures:**

All students who are eligible to ride the bus will receive a bus pass card. These cards are considered nontransferable as they are electronically assigned to each individual student. Lost or stolen cards will be reissued at a cost of \$5.00 through the Transportation Department. In addition, if any concerns arise around drop off or pick up, please call the transportation office at 303-702-7540. This is especially important after office hours of 4:15 pm. The transportation office may assist you in understanding delays.

# TECHNOLOGY AGREEMENT

## 2017-2018

As a student at Hygiene Elementary, I know that technology is one of many tools I can use to help me learn. I understand I must follow the following guidelines:

- ✓ Treat equipment with respect
- ✓ Only use school accounts and devices for school related purposes
- ✓ Only create accounts with a teacher's permission
- ✓ Report inappropriate use of technology to a teacher
- ✓ Only print or share with a teacher's permission
- ✓ Be trustworthy when working independently
- ✓ Log out after each use

Should I choose to not follow the expected guidelines, I understand the consequences may include:

- 1<sup>st</sup> violation: no technology use at school for 1 week
- 2<sup>nd</sup> violation: no technology use at school for 2 weeks, and a meeting with the student, parent and teacher to develop a support plan for future appropriate use
- 3<sup>rd</sup> violation: no technology use at school for the remainder of the school year

By signing this agreement, I understand what is expected for my safety on the Internet and for the responsible care of district devices.

*Please sign and return by August*

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(parent signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(teacher signature)

\_\_\_\_\_  
(date)