



## Rocky Mountain Elementary Parent Handbook

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# Welcome to Rocky Mountain Elementary

This handbook is a supplement to the Mesa County Valley School District #51 Handbook. **Please take time to read the district handbook as well as this supplement.**

Our handbook is designed to familiarize you with the goals of our school and some of the procedures and policies that we use to implement the goals.

At Rocky Mountain Elementary we are committed to working together and taking a team approach to ensure that we are meeting the academic, social, and emotional needs of our students. We believe that every student can achieve their goals and each and every one of us is here to support them in getting there!

We also believe that in order to prepare students for the 21<sup>st</sup> century we need to focus on student's habits and attitudes regarding learning. We weave these qualities into instruction daily and model them consistently as staff members. Through our own love of learning we encourage each and every student to be a lifelong learner. These beliefs are communicated through our RME mantra: Habits, Attitudes, Learning for Life!

Please help us achieve these goals by supporting and following our policies. Families help keep students safe and allow staff members to focus on safety and student learning when pick-up and drop-off procedures are followed. When students are attending every single day, and are not missing any part of the day, they are receiving what we call 'Best First Instruction'. Students who follow our dress code policy keep the focus on learning for themselves and for all students in their classroom. Following the behavioral expectations and keeping our environment safe allows all students the ultimate conditions for learning.

We are committed to providing the best education possible for our students, and this can only be done with a collective commitment of both families and staff members to our students. Our dream is that every day at school, children are one step closer to being able to achieve their life-long dreams. Thank you for trusting us with your children and working as a team for your child.

If you have questions regarding the school program in general or your child's experience here specifically, please contact the staff at Rocky Mountain Elementary at 254-4900.

I look forward to a fabulous year!

Jennifer Smyth, Principal

## Rocky Mountain Elementary School Mission

Our **mission** is to foster a culture of **learning** that develops the attitudes, habits, and skills essential to lifelong **learning** and productive citizenship.

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## School Hours

Monday, Tuesday, Wednesday, Thursday,

8:55-4:00

Friday

8:55-2:00

## PLAYGROUND SUPERVISION

The cafeteria is supervised every morning from 8:25-8:50 am for free breakfast. Students should not arrive prior to 8:25. School grounds are supervised as students arrive every morning. Students should not arrive prior to 8:40 if they are not eating breakfast. Students will be welcomed into their classrooms at 8:55 for classroom community building on Monday, Tuesday and Thursday and morning announcements on Wednesday. On Friday students go to the gym at 8:55 for a school-wide assembly.

## ROCKY MOUNTAIN ELEMENTARY EXTENDED HOURS

Rocky Mountain Elementary Extended Hours will provide before and after school care to our students. Their hours of operation are 6:30 am through 6:00 pm.

Financial assistance is available through the Department of Human Services for families who qualify. The after-school program includes reading/homework times, games, arts, crafts, snack time, and outside recess. In most cases, full-day care is available on teacher in-service, teacher planning, teacher workdays and during parent/teacher conferences. Check with Extended Hours for exact days of availability.

Extended Hours is open on Friday during early release time, 2:00-6:00pm.

For more information about registration, fees, and other details of the program please call the Extended Hours main office, 241-3603.

## Visiting the School

Parents are encouraged to set up a time to visit their children's classroom or any of the district's other instructional facilities. This is one of the best ways to know what is going on at school.

**Visitors MUST sign in at the office and receive a visitor's badge or sticker before entering the school.** We encourage parents to join students for breakfast in the cafeteria daily from 8:25-8:50 and Morning Meeting in the gym from 8:55-9:05 each Friday. Please allow students to walk down the hall to their classrooms on their own in the

mornings. For the safety of all students we ask parents to remain in the cafeteria or gym (on Fridays) before school, not in the hallways with students. If you would like to visit with your child's teacher in the morning please contact the teacher or office to schedule a meeting.

Please be sensitive to the learning environment while visiting, especially when allowing younger siblings to visit the classroom. It is best to have younger siblings visit brother or sister at lunchtime with the parent. Please call the office by 9:30 am if you plan to buy lunch when you visit. If you would like to schedule a classroom visit, you can call the office or email your child's teacher.

## **Attendance**

### **There is a direct relationship between student success and class attendance.**

Students having good attendance achieve better grades, are more responsible, and gain more from the school experience than those who have poor attendance. *Supporting your child's attendance at school also includes making sure your child arrives between 8:25-8:55 every morning, and picking your child up at 4:00 or 2:00 on Fridays.* Rocky Mountain asks your assistance and cooperation in seeing that your child attends school regularly and on time. However, when your child is ill, we ask your cooperation in keeping your child at home. This is for your child's protection as well as for the other students at school.

**Please, do not send your child to school if they have a temperature of 100 degrees or above or if they have vomited or had diarrhea within the last 24 hours.**

**We ask that you inform the school office when your child is absent. Please call the office at 254-4900 by 9:00 am if your child will not be attending school because of illness or any other reason.**

- It is district policy to contact home whenever a student is absent and we have not been notified. To contact home we utilize an auto-caller calling system.
- If a student must leave school during school hours, he or she must check out through the office and check back in through the office when returning to school.
- Taking a child out of school prior to regularly scheduled dismissal time before weekends, holidays, and the closing of school is discouraged. If your son/daughter will be missing school due to unforeseen events, family trips, etc... Please pick up a **ROCKY MOUNTAIN ELEMENTARY ADVANCED EXCUSE REQUEST.**
- We must keep a record of early dismissals, and treat them as we do a tardy. Remember, 5 tardies equals 1 unexcused absence.
- Students who arrive at school after 9:00 am will be marked as an unexcused tardy (unless there was a doctor or dentist appointment).

If students have an excessive amount of tardies, early releases, or absences, a letter will be sent home detailing the concerns, and a meeting will be required with administration to develop an attendance plan. Please refer to our school district website for further information and details regarding our district attendance policy and process.

## **PICKING CHILDREN UP ON-TIME**

Families, please help us keep children safe and keep our focus on learning by making sure students are not arriving before 8:25, or being picked up after 4:00. Staff member hours are between 8:15-4:15 each day. Before or after this time we do not have the resources to monitor students. If teachers do stay, they are often committed to tutoring or are planning for instruction and cannot monitor students. In addition, students who are dropped off early or are left after school hours often experience fear or anxiety. Parents will be asked to meet with administration to develop a plan if students are dropped off early or are left unattended after school after the second time. Please remember, Extended Hours is a great resource for parents if they need student supervision before or after school.

## **Homework/Planners/Folders**

Teachers will communicate their homework expectations to families at the start of the school year. Students are encouraged, but not required, to practice their skills over the weekend. It is imperative that students complete their homework in a timely manner in order to practice the skills taught in the classroom. All students will also utilize take home folders with important classroom and school information for parents to review at least weekly.

## **BICYCLES, ROLLER BLADES, SKATEBOARDS, ETC.**

Children may ride bicycles and scooters to school. However, they must be walked on school grounds. Unlocked bikes and scooters are at risk! Please remember the school cannot be responsible for bikes or scooters brought to school.

Skateboards and/or any other type of motorized transportation are allowed to be ridden to school but not on school grounds. We strongly discourage the wearing of Heelies (shoes with wheels in the heels). If a child does wear these to school, the wheels must be removed.

Students will be asked to leave their bicycles, skateboards, etc. at home for the rest of the school year if, after they have received one redirection, they continue to ride their equipment on school grounds.

## **PARKING AND PICK-UP**

The safety of our students is our **number one priority**.

**Walk, Bike or Use the LOOP! It is the safest, most effective way to pick-up and drop your students off!**

**AM procedures**- The drop off for students is located in the loop on the East end of the school. Please be patient and courteous to ensure the safety and wellbeing of the staff and students. If you need to visit the office or plan on walking your child in, please park on D1/2 road. You can also park on 32 1/2 road, but please avoid the crosswalks and bus zone. Also, please do not block driveways in the Cul-De-Sac on 32 ½ road. The parking lot is by permit only, and is reserved for staff members and pre-school parents.

**PM procedures**- Students who are picked up will be walked to the loop by their teacher at the East side of the school. If you are parking and walking in to pick up your child, you must park on D1/2 road or 32 1/2 road. The parking lot is by permit only, and is reserved for staff members.

Please be KIND to our duty personnel. Duty personnel often need to remind visitors or families of the policies we have in place to keep all children safe. Every employee works at Rocky Mountain because they love children and want to keep them safe. We believe that we should all treat each other the way we want our children to be treated.

\*\*\*Although it may take some time to pick your child up, please refrain from picking your child up early. This causes students to miss instruction and violates our attendance policy.

## **SCHOOL HEALTH ASSISTANT**

Rocky Mountain has a Health Assistant available during school hours. If a child becomes ill or injured at school, he/she will be cared for and the parent/guardian will be notified. In the event your child becomes ill, please make arrangements to pick your child up as soon as possible. Simple first-aid will be administered but no medication will be given unless the medication and written permission is on file. The responsibility for further care rests with the parents/guardians or family physician. *If your child contracts strep-throat, chicken pox or any other contagious disease, please inform the school Health Assistant or office staff at once.*

## MEDICATION

The form, "Request for Medication to Be Given at School" must be completed, signed by the physician and parent and on file in the school for prescription medications to be administered by the school health assistant or trained staff. The school is required by the state to have a doctor's signed order to give prescription medications at school. Please check with your physician regarding the necessity for giving medication during school hours.

Prescription medication must be in the original container labeled by the pharmacist with the student's name, time and number of days, name of medication, doctor's name and dosage. Over the counter (non-prescription) medication supplied by the parent in the original container may be given with only a parent's signature on the permission form. Forms are available in the school office and at most physician's offices. New forms must be completed each school year or if the prescription has been changed by the doctor. If it is necessary to send liquid medication to school, please bring a dosage spoon with the medication. The parent is requested to bring and pick up medications. Medications which are not completely used or picked up by the parent will be discarded at the end of the school year.

## IMMUNIZATIONS

If you intend to enroll a child in kindergarten, he or she must be five years old on or before July 15<sup>th</sup> and have the following;

1. Birth Certificate
2. Social Security Card
3. Immunization Record

Immunization records for your child must indicate appropriate immunizations of DTap, Varicella, Polio, MMR (measles, mumps and rubella) as well as THREE DOSES OF HEPATITIS B VACCINE **BEFORE** SCHOOL ENTRY. See your health care provider or the Mesa County Health Department now in order to complete the process before the new school year. For more information call our office and ask for our Health Assistant.

According to District Policy, children will NOT be allowed to enroll for the school year without the above mentioned vaccinations.

## CAFETERIA

**Families MUST fill out the Free and Reduced Lunch Application in order to qualify for a discounted lunch**

At Rocky Mountain Elementary All Students Can Eat A FREE Hot Breakfast!  
(Arrive between 8:25-8:50 for breakfast)



## **SNACKS AND DRINKS**

In the classrooms and hallways, water is the only drink allowed. No soda or sugary drinks (energy drinks, Starbucks, juice boxes, Kool-Aid, etc.) are allowed. If sugary drinks are open they will be thrown away. Unopened drinks will be sent home. Snacks in the classroom should be healthy snacks only (No candy, cookies, brownies, Takis, chips, etc. - Alternatives are cheese and crackers, carrots, fruits, apple sauce, etc.) Please follow allergy guidelines provided by teachers.

## **EMERGENCY SCHEDULE**

School closings will be announced over our District website, local television and/or radio stations. If an emergency should arise while school is in session, it is critical we have accurate information. Please complete the emergency section of the enrollment form very carefully. Emergency contact numbers are VERY important.

***If there is a change in address or phone number, promptly inform the school office of the changes.***

## **TELEPHONE MESSAGES/ PHONE USAGE/ CELLPHONES**

Please know we will deliver any emergency/urgent messages to your child. However, in return we ask that arrangements for any changes in your child's routine be made before they come to school in the morning in writing for the teacher. Students will not be allowed to use the telephone for permission to go home with a friend.

## **CELLPHONE POLICY**

We highly encourage students to leave cellphones at home. However, if students do bring cellphones, they must be powered off while at school and on school grounds. Students may keep their cellphones in their backpacks (powered off). If there is cellphone misuse, students will be asked to turn their cellphones into the office for safekeeping, and can pick them up after school. We are not responsible for lost or stolen cellphones.

## **TOYS AND ELECTRONIC MEDIA**

**Students are not allowed to bring:**

- \* Toys (trading cards, dolls, action figures, etc)
- \* Any electronic media

These items have no purpose in the classroom and have proven to be a target for theft. **If such items are brought to school they will be confiscated and held until a parent is available to pick up the item. School is not responsible for replacing lost or stolen items.** Trading, buying, and/or selling of the above items will not be permitted.

## LOST AND FOUND

Please **mark you student's name on clothing and personal items** that are brought to school. We have a lost and found container/area in the hall just inside the cafeteria. Small items such as glasses, watches, and jewelry are kept in the office. Any items not claimed will be donated to charity.

## REPORT CARDS AND CONFERENCES

The Rocky Mountain staff is committed to communication between students, teachers, and parents. Pupil progress is reported through formal parent-teacher conferences and report cards are sent home throughout the year. Watch for information for the dates and times of the parent-teacher conferences. Our goal for conferences is 100% parent attendance. Additional conferences may be initiated as needed by the parents or teachers throughout the year. Report cards are sent home after each quarter (October, January, March, and May). Kindergarten report cards are three times per year.

## TITLE VI, TITLE IX and SECTION 504

It is policy of Mesa County Valley School District #51 not to discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission, access to, treatment of, or employment in its educational programs or activities.

## DRESS CODE & GROOMING

School is your child's workplace and consequently we ask that they dress appropriately. Children should dress according to the weather. If it is cold, please send your child to school with warm clothing. Please help your child make choices that will be conducive to a positive learning environment. Let's keep the focus on learning! Below are standards for permissible clothing for boys and girls at school:

- **Shorts** should be long, at least to the tips of a student's fingertips when arms are straight at the sides and should not be tight fitting (such as Spandex). We ask that shorts not be worn to school until after Spring Break and we ask that shorts and sandals are not worn after Fall Conferences.
- **Shirts** should have at least 3 inches of material covering both shoulders. (halter tops, and spaghetti straps are not appropriate for school.)
- **Chains or other accessories** are not permissible.

- Clothing with **references** to alcohol, tobacco, gangs, weapons, crudity, adult or mature themes, or violence are not permissible.
- **Baseball caps, stocking caps, and visors may be worn to school and during recess**, but must be removed when in the school building. Bandanas, scarves and other types of related headwear should not be worn to school.

## BEHAVIOR AT SCHOOL

We are dedicated to providing a safe and nurturing environment for the students at Rocky Mountain Elementary School. We will not tolerate fighting or disrespect of people or property. Any student(s) reported fighting by school personnel will receive a suspension notice and parents will be notified immediately. **For more information regarding other infractions that violate the School District Student Conduct and Discipline Code, please review the MCVSD #51 Parent Handbook, contact the school office staff, or search under board policies on the school district web site, [www.mesa.k12.co.us](http://www.mesa.k12.co.us).**

We have four main school rules that support positive behavior school-wide.

**They are: \*Be Caring, \*Be Safe, \*Be Honest, \*Be a Learner**

### Rocky Mountain Elementary Behavior Expectations Matrix

<b>Location:</b>	<b>Be Caring</b>	<b>Be Safe</b>	<b>Be Honest</b>	<b>Be a Learner</b>
<b>Before School/ After School</b>	<ul style="list-style-type: none"> <li>*Listen to adult directions</li> <li>*Respect neighbor's property</li> <li>*Feel free to say good morning or goodbye to friends and staff members.</li> </ul>	<ul style="list-style-type: none"> <li>*Walk; push bikes and scooters</li> <li>*Cross at crosswalk</li> <li>*Go right home after school</li> <li>*Stay clear of the parking lot</li> <li>*Stay behind line at drop off loop</li> <li>*Stay seated at drop off loop with grade level until your ride arrives</li> </ul>	<ul style="list-style-type: none"> <li>*Upon arrival go directly to the front entrance</li> <li>*Leave the building or go directly to extended hours or tutoring after being dismissed</li> </ul>	<ul style="list-style-type: none"> <li>*Get to class on time</li> <li>*Be ready with your supplies, homework, and backpack</li> <li>*know and stay at your meeting spot</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Wait in line quietly (level 2, 1, or 0)</li> <li>*Talk quietly (level 2, 1, or 0)</li> <li>*Keep food on your tray</li> <li>*Clean up your messes</li> <li>*Be polite and use manners while eating</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands before eating</li> <li>*Eat your own food only</li> <li>*Raise your hand and ask permission to leave table</li> <li>*Walk</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in place in line</li> <li>*Take only what you need from the cart if you bought a lunch</li> </ul>	<ul style="list-style-type: none"> <li>*Read the lunch menu</li> <li>*Enjoy a healthy lunch - feed the brain!</li> <li>*Listen to redirections from duty personnel</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>*Talk nicely to others</li> <li>*Respect others privacy</li> <li>*Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilet</li> <li>*Wash hands</li> <li>*Keep water in the sinks</li> <li>*Do not climb on sinks or toilets</li> </ul>	<ul style="list-style-type: none"> <li>*Tell an adult if there is a problem in the restroom</li> <li>*Use the restroom when needed</li> </ul>	<ul style="list-style-type: none"> <li>*Get in, Get out, Get back to class</li> </ul>

<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Smile and say a quiet hello to people when appropriate</li> <li>*No talking or quiet voice while in line (level 0 or 1)</li> <li>*Walk</li> <li>*Respect artwork and projects</li> </ul>	<ul style="list-style-type: none"> <li>*Walk on the right side of the hall</li> <li>*Keep hands and feet to self</li> <li>*Watch where you are going</li> <li>*Use a hall pass when not with your class</li> </ul>	<ul style="list-style-type: none"> <li>*Follow adult directions politely</li> <li>*At the end of the day, exit the building using the outside classroom door</li> <li>*You must have adult permission to be in the halls</li> </ul>	<ul style="list-style-type: none"> <li>*Enjoy others work that is displayed in the hallway</li> <li>*Go directly to your destination</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Tell a teacher if someone is hurt</li> <li>*Include others</li> <li>*Leave wildlife alone</li> <li>*Follow 4-Square, Tetherball, and other game rules</li> <li>*Try to work out problems with other students</li> <li>*Use kind words to each other and about each other</li> </ul>	<ul style="list-style-type: none"> <li>*EQUIPMENT: Walk on, slide down, no chasing</li> <li>*BARS: No sitting or standing on top of bars</li> <li>*SWINGS: No jumping off or twisting</li> <li>*No food or drink</li> <li>*Keep hands and feet to self</li> <li>*Keep rocks on the ground and off the sidewalks and blacktop</li> <li>*Wall ball only in designated areas and times</li> <li>*Chase game will be stopped if it gets too rough</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest if you are called out of a game like tetherball - be a good sport</li> <li>*Be honest if you are trying to solve a problem</li> <li>*Line up right away when the bell rings or when whistle is blown</li> </ul>	<ul style="list-style-type: none"> <li>*Follow the duty teacher directions</li> <li>*Read, review, and follow the playground rules</li> <li>*Listen and speak with respect when discussing a problem and try hard to solve it</li> <li>*Use STOP, WALK, TALK strategies</li> </ul>
<b>Morning Meeting</b>	<ul style="list-style-type: none"> <li>*Enter the gym with your class</li> <li>*Sit with your class</li> <li>*Sit quietly (level 0) with eyes on the speaker</li> <li>*Rocky Mtn. sit, hands in lap</li> <li>*Respect your neighbors</li> <li>*Be respectful to teachers/staff/student s</li> <li>*Respect property in the gym</li> </ul>	<ul style="list-style-type: none"> <li>*Stay with your class and teacher</li> <li>*Walk at all times</li> <li>*Keep all food and drinks in the cafeteria or backpacks</li> </ul>	<ul style="list-style-type: none"> <li>*Always tell the truth</li> <li>*Stay in your place in line, lined up behind the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>*Participate</li> <li>*Listen to directions being given</li> <li>*Follow all directions respectfully</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>*Walk in quietly</li> <li>*Talk to the secretaries before going anywhere in the office</li> <li>*If waiting to talk to Mrs. Virden or Mrs. Wimsatt sit quietly in chairs along the wall</li> <li>*Use respectful words and tones</li> </ul>	<ul style="list-style-type: none"> <li>*Do not touch things on the counters or on desks; respect other people's property</li> <li>*DO NOT open the doors for anyone in the entry way (before, after or during school)</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest about why you are in the office</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all adult directions that are given, responding politely</li> <li>*Give Mrs. Virden and Mrs. Wimsatt silent waves when walking by their offices so as to not interrupt meeting with students/parents or others.</li> </ul>

# Habits, Attitudes, Learning for Life

## **PARENT INVOLVEMENT AT SCHOOL**

We encourage participation of parents in the education of their children and support our parents' right to understand decisions and procedures that affect them. Anytime you have questions or concerns, please do not hesitate to call either your child's teacher or the principal. Parents are encouraged to take an active role in all that goes on at Rocky Mountain Elementary. Listed below are a few opportunities:

### **School Accountability Committee (SAC)**

This committee will advise the principal concerning matters pertinent to the operation and educational program at the building level, such as student achievement and budget. This committee is directed by the building principal and will meet approximately four times during the year. There is no cost associated with this committee.

### **Parent Teacher Organization (PTO) and**

The PTO sponsors fund-raisers and family events throughout the year. The group votes on how to use the proceeds to benefit the school. There is not a cost for membership. Look for more information from Rocky Mountain's PTO. One of our goals as parents of Rocky Mountain is to get ALL parents and teachers involved in school activities. We would like at least one parent representative from each classroom to be an active PTO member.