

Pear Park Elementary



A Community of Learners

**432 30 ¼ Road
Grand Junction, Colorado 81504
(970) 254-5960
(Fax) (970) 434-7415
<http://pearpark.mesa.k12.co.us/>**

2013/2014



Welcome to Pear Park Elementary

This handbook is a supplement to the Mesa County Valley School District #51 Handbook. Please take time to read this with your child. 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.

If you have any questions regarding the school program in general or your child's experience here specifically, please contact the staff at Pear Park Elementary at 254-5960.

Pear Park's Mission Statement

Our mission is to provide a safe, learning community with high expectations; enabling students to become lifelong learners.

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

A.M. Kindergarten: 8:45 a.m. – 11:45 a.m.

P.M. Kindergarten: 12:45 p.m. – 3:45 p.m.

First – Fifth Grades: 8:45 a.m. – 3:50 p.m.

The office operates between 8:00 a.m. – 4:30 p.m.

Wednesday (Early Release)

All morning Kindergarten: 8:45 a.m. – 11:45 a.m.

First – Fifth Grades: 8:45 a.m. – 1:50 p.m.

PLAYGROUND SUPERVISION

The playground is supervised every morning from **8:35 – 8:45 a.m.** Please **do not send** your child to school earlier than 8:35 a.m.

since there is no adult

supervision present on the grounds. If your child is eating breakfast, they can be dropped

off at 8:25. The playground is

also supervised during lunch recess and grade level recess periods.

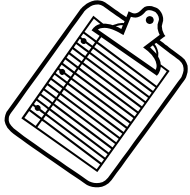


Pear Park Extended Hours will provide before and after school care to Pear Park students. Their hours of operation are 6:30 a.m. through 6:00 p.m. For further information please call Pear Park Extended Hours at 201-6401. Pear Park Extended Hours is located in room 126 before and after school and for Kindergarten Enrichment. Students who are not picked up by 4:00 p.m. (2:00 p.m. on Early Release days) will be taken to Extended Hours to wait for parents/guardians.

Welcome / Hours / Playground Supervision

ATTENDANCE

Regular attendance is important to your child's progress in school. The school 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.

We ask that you inform the school office when your child is absent. Please call the office by 9:00 a.m. if your child will not be attending school because of illness or any other reason. If it is before or after school hours, you can leave a voice mail message.

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 the regularly scheduled dismissal time before weekends, holidays, and the closing of school is discouraged.

School attendance for a student is as important as an employee's attendance on the job. An attitude of reliability begins with regular attendance. Parents are the primary source in developing an attitude of reliability.

ATTENDANCE POLICY

There is a direct relationship between 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.

Student attendance is a direct responsibility of the parent/guardian and the student, as outlined in the Compulsory School Attendance Act 22-33-104(5) (a) C.R.S. It shall be the policy of the District to promote and foster an efficient instructional atmosphere by implementing practices designed to fully promote full attendance by all students. The practices designed to encourage attendance shall include reasonable efforts to inform and counsel students and parents regarding causes, the District's attendance requirements and the value of full attendance. Practices shall also be designed to provide appropriate disciplinary measures to effect compliance.



Copies of the Administrative Rules and Regulations that pertain to the implementation of this policy are available within the District Student Handbook. They are also available on the web @ www.mesa.k12.co.us. –Board Policy JH, JH-R and JEA-R
The following are highlighted areas of district attendance policy.

- Students who arrive at school after the 8:50 a.m. bell will be marked as an unexcused tardy (unless you were at a doctor or dentist appointment). After five unexcused tardies, families will be mailed a letter notifying them of this benchmark. If a student receives ten unexcused tardies, another letter will be mailed requesting a meeting with the principal. Finally, if 15 unexcused tardies are reached, the student and family will be referred to Mr. Fred Bolton, Mesa County Valley School District 51 Attendance Director.
- Four (4) unexcused absences in a thirty (30) day period or ten (10) during the school year will result in a child being considered **habitually truant**.
- UNEXCUSED means the school did not receive notification of your child's absence in a timely manner and/or the absence reason is not covered under reasons listed in board policy, JH-R.
- A designation of habitually **truant** will result in a letter being sent home with a request for a meeting with the school principal.
- If seven (7) unexcused absences occur in the thirty (30) day period, the matter will be turned over to the District Attendance Office and then to the District Attorney's office for resolution.
- Six (6) days of consecutive parent reported student illness or ten (10) during the school year require medical verification except in cases in which there is a documented history of student health and illness issues. Consecutive days include weekends. The procedure of resolution for illness issues is the same as the habitually truant student.

Student Attendance

SCHOOL HEALTH ASSISTANT



Pear Park Elementary has a part-time Health Assistant who is on duty six hours daily. If a child becomes ill or injured at school, he/she will be cared for, and the parent will be notified. Simple first-aid will be administered, but no medication will be given unless the parent supplies it and written permission is on file. The responsibility for further care rests with the parents or family physician.

If your child contracts strep throat, chicken pox, or any other contagious disease, please inform the school Health Asst. or office staff as soon as possible. Please do NOT send your child to school if he/she is ill with a fever of 100 degrees or more, a persistent cough, a contagious disease, an unidentified rash, nausea, vomiting or diarrhea.

MEDICATION

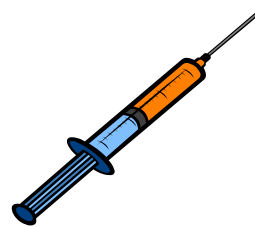
The form, "Request for Medication to Be Given at School", must be completed, signed by a physician and parent and on file in the school for prescription medications to be administered by the school health assistant or trained staff. The school is required by the state to have a doctor's signed order, the parent's signature and a properly labeled container in 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: Student's Name, Time and number of days, Name of Medication, Doctor's name, 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 a doctor has changed the prescription. If it is necessary to send liquid medication to school, please bring a dosage spoon with the medication. **NO medications should be in children's backpacks or pockets.** The parent is requested to bring and pick up the medication. The school will discard medications which are not completely used or picked up by the parent.

IMMUNIZATIONS

If you intend to enroll a child in kindergarten, he or she must be five years old on or before September 15, and have the following: **Birth Certificate, Social Security Card, Immunization Record, and Proof of Residency.** Immunization records for your child must indicate all appropriate immunizations of DPT, Polio, Varicella, Measles, Mumps and Rubella (MMR), 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.



TRANSPORTATION

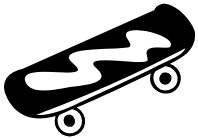
Bus Transportation is provided to children in the Pear Park Elementary attendance area who live more than two miles from school. Information on specific bus numbers, bus stop and stop time for individual students is available at our office or First Student Contract Services, 241-1570.



It is our hope that you stress to your child the importance of proper conduct at the bus stop and on the bus so that we may be sure that every child at Pear Park has a safe and happy ride to and from school.

BICYCLES, ROLLER BLADES, SKATEBOARDS, ETC.

Children may ride bicycles to school, however; **they must be walked on school grounds.** Bicycles should be locked to the bicycle racks. Please remember that the school cannot be responsible for these items brought to school. Rollerblades are not allowed to be ridden to school or on school grounds. In addition, we strongly discourage the wearing of *heelies* (shoes with wheels in the heels) at school. If a child does wear these to school, the wheels must remain out of the shoes while the child is on campus.



PARKING AND PICK-UP

Pickup for K-2 grades is in the west parking lot. Pickup for 3-5 is in the south loop in front of the school.

- Stay with your car if you stop along the curb. The curb is for PICK UP / DROP OFF ONLY.
- If you are going into the building, even for a few minutes, please park in a parking space.
- If you are parked out in the lot away from the curb, please get out of your car, walk and meet your child at the curb. For safety reasons, children are instructed to remain on the sidewalk until escorted by an adult.
- In order for some parents to avoid the parking lot congestion, they have parked beside the school on 31 ¼ Road. **THIS IS NOT RECOMMENDED: ENTRY AND EXIT OF YOU AND YOUR CHILD OUTSIDE SCHOOL PROPERTY ON A PUBLIC STREET IS UNSAFE.**
- Preschool parents will receive information on pick-up and drop-off areas during family meetings.



Transportation / Bikes / Parking

CAFETERIA

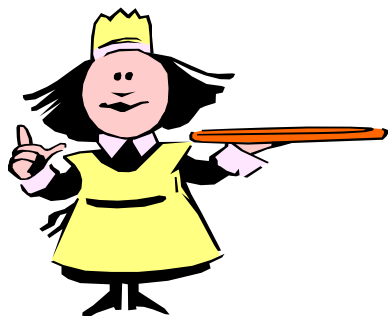
We serve breakfast and lunch for those who wish to participate. Students may purchase hot lunch, or may bring a lunch prepared at home. Children bringing a lunch from home may purchase milk or juice.

Breakfast for students costs \$1.25. Lunch for students costs \$2.35 including Milk; Juice or extra milk costs \$.65 each. Adults / Staff meals are \$3.25 and \$1.75 for breakfast. Parents are invited to join their children for lunch.

Please call the school at 254-5960 by 9:00 a.m. to make your reservation. This will give the lunchroom adequate time to prepare extra meals for guests. Remember to sign our visitor book at the front office. **Reminder:** Please remember to write your child's name / lunch number on your check and enclose loose change / bills in a labeled envelope or small Ziploc bag. Advance payment is encouraged and helps speed up the lunch line. Students are permitted to charge lunch 3 times. A red stamp will be placed on the child's hand after the 3rd charge. We encourage parents to be aware of their child's lunch

balance. Call the school cafeteria manager, Ms. Cook, if you require information regarding your child's account at 254-5960 or check parent bridge or meal pay plus.

Students are offered a peanut butter and jelly sandwich and milk at no cost if their account is beyond the charge limit (\$5.00).



VISITING THE SCHOOL

Parents are encouraged to visit and/or volunteer in their children's classroom. 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 before visiting a classroom. Please be sensitive to the learning environment when allowing younger siblings to visit the classroom. It is often best to have younger siblings visit their brother or sister at lunchtime with the parent. Please call the office by 9:00 a.m. if you plan to buy lunch when you visit.

EMERGENCY SCHEDULE

Inclement weather or other factors may result in closing schools, delayed opening or early dismissal. School closings will be announced over local radio stations. Close contact is maintained with the District Transportation office, Bus Company, Highway Department, Weather Bureau, and News Media. Closing decisions are made as early as possible. On a questionable day, please listen to the radio rather than call the district. Please complete the emergency/enrollment form very carefully. **Complete accurate information, including home, cell phones and work phone numbers, is VERY important!** If there is a change of address or phone number, inform the school promptly.

If for any reason we have to close school during the day, all students must be picked up through the front office. In addition, if we have to evacuate our campus, our evacuation site is Jubilee Family Church.

TELEPHONE MESSAGES

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**. Students will **not** be allowed to use the telephone for permission to go home with a friend.



CELL PHONES

School Board policy states that students may carry cell phones and pagers but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities and on field trips (this includes on the playground and during lunch). In these locations, cell phones and pagers may be used only during emergencies when instructed by a staff member.

Violation of this policy will result in disciplinary measures and confiscation of the cell phone or pager. Confiscated cell phones and pagers shall be returned to the student only after a conference with the parent/guardian, student and school personnel. We **HIGHLY** recommend that all cell phones and pagers be left at home.

REPORT CARDS AND CONFERENCES

The Pear Park Elementary staff is committed to communication between students, teachers, and parents. Pupil progress is reported through formal parent-teacher conferences twice a year and report cards are sent home four times a year. Watch for more information for the dates and times of the parent-teacher conferences (fall and spring). Report cards will be sent home after each quarter. Additional conferences may be initiated as needed by the parents or teachers throughout the year.



DRESS CODE

Children who come to school dressed in a way which is distracting, disruptive, or immodest will be asked to call home to have more appropriate attire brought to school. To help create the best learning environment for elementary students, the following standards for student dress must be observed at Pear Park Elementary School.

- Pants should not fall below the waist.
- Shirts, blouses and dresses should completely cover the abdomen, back and shoulders.
- Shirts or tops should cover the waistband of pants, shorts, or skirts with no midriff visible.
- Hats should not be worn inside the school building.
- Footwear is required and must be safe and appropriate for indoor/outdoor physical activity.
- Flip-flop type sandals are not appropriate footwear for outdoor activities or PE class.
- Short-shorts/miniskirts are deemed inappropriate attire. Shorts, skirts and dresses should be at least fingertip length.



BEHAVIOR AT SCHOOL

We are dedicated to providing a safe and nurturing environment for the students at Pear Park Elementary School. We will not tolerate fighting or disrespect for people or property. Any student(s) reported fighting by school personnel will receive a suspension notice and parents will be notified immediately. Consequently, students are expected to be **PANDA PALS** at school: **POLITE, ARE RESPONSIBLE, LEARNERS, and SAFE.** We expect all students to abide by the Mesa County Valley School District 51 Code of Student Conduct (Policy JICDA).

SEXUAL HARASSMENT

Mesa County Valley School District 51 has a legitimate and compelling interest in prohibiting sexual harassment. Further, the institution has an obligation to discipline those who do engage in sexually harassing behavior. On the other hand, persons accused of sexual harassment have a considerable interest with regard to their reputation. The institution must strive to balance the interests of those making sexual harassment complaints and those accused of sexually harassing behavior.

TITLE VI, TITLE IX AND SECTION 504

It is the policy of Mesa County Valley School District No. 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.

TOYS

Learning is our number one focus here at Pear Park Elementary and we request that the **following items be left at home** so as to ensure all of our children can keep focused on learning as well: Radios, CD players, MP3 players, electronic games, trading cards, rollerblades, skateboards, toys, laser pens or cell phones. **Items confiscated may not be returned.**



PLAYGROUND EXPECTATIONS

- Take turns, share kindly, and be respectful of others.
- Pushing or pulling other students is not acceptable.
- Tackle games are not permitted.
- Leave roller blades, heellies, skates and/or skateboards at home.
- Running or standing on top of playground equipment is not permitted.
- Leave rocks, sticks and snow on the ground.
- The fence and backstop are not climbing areas.
- Food and drink must stay in the cafeteria.
- Inappropriate language and physical contact is unacceptable.
- Stay on the playground and in view of the adult on duty.

Homework Policy

Parents should expect HOMEWORK every night, Monday-Thursday for your child. If your child is in Kindergarten, there will be literacy homework every night, Monday-Thursday. If your child is in 1st-5th Grade, there will be literacy and math homework every night, Monday-Thursday. Homework must be done at home and turned in every morning. If your child does not have his/her homework completed and turned in, your child will stay in at recess and complete the homework to be turned in. They will also be required to call home and make parents aware that the homework was not completed at home.

Homework is a practice opportunity to reinforce the skills we have taught throughout the day.



It will help create good study habits, strong work ethic, and helps reinforce responsibility in your child. It also gives parents an opportunity to interact with their student's learning.

Please take time to provide support at home to do homework with your child.

All of these Learning Behaviors are very important for success in school and in life. It is a very important part of your child's growth in reading and math and it must be done every night.

PANDA PALS

We would also like to share with you that Pear Park is a PBIS School (Positive Behavior Intervention Support) and therefore we acknowledge the good and the positive behavior in our students by rewarding them with a Panda PAL Ticket. The special tickets are for students who have been Polite, Responsible, great Learners, and Safe throughout the day. These tickets are used at our student store for the student to purchase games, puzzles, and various items to take home. If you have any questions or need help feel free to ask any of our staff members. We would love to assist you in any way possible. Our mission is to provide a safe, learning community with high expectations; enabling student to become lifelong learners.

LIBRARY

A primary goal of the Pear Park school library media program is to create life-long readers.

To become life-long readers, students should have . . .

- ◆ Access to current, quality, high interest, and extensive collections of books and other print materials in their library media centers, classrooms, and public libraries.
- ◆ Contact with adults who read regularly and widely and who serve as positive reading role models.
- ◆ School library media specialists and classroom teachers who demonstrate their enthusiasm for reading by reading aloud and book talking.
- ◆ Time during the school day dedicated to reading for pleasure, information, and exploration.
- ◆ Opportunities specifically designed to engage young people in reading.
- ◆ A creative environment where independent reading is valued, promoted, and encouraged.
- ◆ Opportunities that involve parents and other family members in reading.

The school library's collection is focused on the curriculum taught at the school and the needs and interest of its students. Pear Park strives to maintain accurate, up-to-date nonfiction collections to support all areas of the curriculum, as well as fiction and easy collections that are enticing to students and promote and foster reading and literacy.

LIBRARY VISITS

Pear Park students have regularly scheduled 30 min. visits to the library once a week. In addition to this time, they have flexible blocks of time that may be reserved by their classroom teachers for research units or author studies that require extended amounts of study.

FINES AND CHARGES

In accordance with Board Policies JQ and JQ-R, there will be no fees for the use of the school library media center. Books will be provided to students on a loan basis.

No fee will be assessed for library materials.

No fee will be assessed for Overdue Materials for Elementary students.

Students and their parents or guardians will be assessed charges for destroyed, damaged, or defaced materials.

Lost or Destroyed Materials

The following are procedures for collecting money for lost or destroyed library materials.

1. Books/AV Items
Money for lost library materials must be given for deposit to the school secretary. The secretary will deposit the money into the school's library account.
 - ◆ Students will be charged the current replacement cost of each item, plus a \$5.00 processing fee to cover the costs of shipping, processing, and cataloging.
 - ◆ Should a student find library material that he/she lost and paid for, the building secretary will issue a refund, provided the material is still in acceptable condition.
 - ◆ The librarian/paralibrarian must keep track of all items that have been lost and paid for, as well as replacement items purchased.
2. Magazines - The charge for lost or destroyed magazines will be 100% of the replacement cost.

Damaged Materials

The following are procedures for collecting money for damaged library materials.

1. Print Materials - The charge for materials with minor damage will be assessed at the discretion of the librarian/paralibrarian. The maximum charge is \$5.00.

Library