

NORMANDY ELEMENTARY SCHOOL



Family Handbook 2019-2020

Andrea Cosens, Principal

6750 S. Kendall Blvd.

Littleton, CO 80128

PH: 303 982-4766

FAX: 303 982-4767

Website: <http://normandy.jeffcopublicschools.org/>

Our Mission

At Normandy Elementary we grow our hearts and minds, expand our knowledge and skills, and help one another thrive!

Our Vision:

Actively engaging the whole child in Core Knowledge, individualized literacy and math instruction, and school-wide arts, physical education, and social emotional development ensures all students reach their fullest potential. As a Professional Learning Community we:

- Place students at the center of our decisions and instruction.
- Differentiate for the needs of the whole child based upon data.
- Cultivate a community of learners and foster a growth mindset.
- Develop relationships through collaboration and communication.
- Partner with parents and students to share and set learning goals, as well as celebrate successes.
- Inspire one another to engage in shared leadership, professional learning, risk-taking, and conversations about personal growth.

Core Knowledge

- Normandy Elementary is a Core Knowledge School of Innovation. Our rich science and history curriculum empowers students with the skills and knowledge necessary to become literate citizens who effectively participate in the school, neighborhood, and global community. We connect our science and history curriculum to reading, writing, the visual arts, as well as our music education. We believe that Core Knowledge curriculum provides a critical foundation of knowledge and promotes excellence and equity in education for all students. To learn more about Core Knowledge, please use the links below.

[Core Knowledge Mission](#)

[Core Knowledge Based Schooling](#)

[Core Knowledge Sequence](#)

Soft Start

Student arrival is between 8:25 and 8:40 a.m. Unless they are involved in before school activities, **students may not arrive before 8:25am as there is no supervision outside.** When students arrive they go directly to their classroom through the main doors. Students then have time with their teacher and classmates to prepare for the school day. We believe this start is better for students academically, socially, and safety-wise. When the second bell rings, learning begins. For safety of all students, no one is permitted on the playground or fields in the mornings, and all visitors must sign in at the office.

Dismissal

We recommend that parents instruct their children to report home immediately after being dismissed from school. If teachers wish a student to stay after school, the parent will be notified in advance. Students arriving and departing on buses will be expected to adhere to Jeffco Transportation behavior guidelines. Failure to abide by behavior guidelines will result in a transportation behavior report and an appropriate consequence from school administrators. Frequent and/or serious misbehaviors may result in termination of district transportation.

Please prearrange alternate plans with your children in case their routine transportation is not available. In case of emergent needs, our secretaries can deliver messages to children. Please call the office so the message can be delivered to your child's classroom before the end of the day. Messages will not be delivered to students after 3:00pm. Please do not text or call your student or email the teacher to change your transportation plan, as students

may not use cell phones until after 3:15 and teachers do not always check their email before dismissal. Thank you for your help in this matter.

Student Pick-up/Checkout Procedure

When picking up children during school hours, parents are required to come to the office and sign them out. This is a safety precaution. Students will not be called down to the office for early dismissal until the person signing him/her out is present. Please do not call ahead to have your child waiting in the office. All student dismissals must go through the office. Children are never sent home during the day unless the office staff has contacted someone listed on your child's emergency card.

Attendance

- **Attendance Line:** Parents should call the Normandy attendance line before 8:25 a.m. to report a student's absence. This is a 24-hour voice mailbox so you can leave a message any time, day or night. It is a parent's responsibility to notify the school regarding a student's absence. If we do not hear from a parent regarding an absence, the attendance secretary will make every effort to contact the parent and any emergency contacts to establish the student's whereabouts. The absence will be marked as unexcused if a phone call from the parent/guardian is not received within 24 hours of the absence. To ensure safety, if a parent cannot be contacted, the Jefferson County Sheriff's Office may be asked to help locate the child.
- **Extended/Prearranged Absences:** If your student(s) will be out of school for an extended period of time, we ask that you fill out an extended/prearranged absence form. To be considered excused, students must be in good academic standing, and have minimal absences prior to the absence. The form is shared with the teacher so that he or she can provide any make-up work necessary before the absence occurs. These forms can be found in our office or on our website.
- **Tardies:** We believe that consistent daily attendance is an integral and essential part of the learning process. Elementary school is the best time to teach children to get in the habit of being on time. Being on time to school and class teaches students responsibility for promptness in their adult lives. Tardies are counted when a student arrives to school late or leaves early. A tardy is marked when a student arrives after the tardy bell rings and/or misses up to one hour in the morning or the afternoon. A half-day absence occurs when a student misses more than one hour and forty minutes in either the morning or the afternoon. When a student arrives at school after our tardy bell at 8:45 am, he/she should report directly to the office for a pass. Late arrivals will not be excused unless a parent or guardian calls the attendance line or personally speaks with the school secretary regarding the reason for the tardy. Otherwise late arrivals will be marked as unexcused.
- **Make-up work:** Make-up work for absences will be given when a student returns to school. Credit will be given for make-up work that is completed in a timely manner.
- **Excessive or Chronic Absences/Tardies:** Excessive absences and/or tardies will result in action by the school, district, and in an extreme case, juvenile authorities. District policy states that four unexcused absences in a month or ten unexcused absences in a year is cause for district action. Please see the Jeffco Student and Parent Handbook (CONDUCT CODE), Policy JH "Student Absences and Excuses" for further information. Chronic absences AND tardies will be referred to the Student Truancy Office. This office works with the court in compliance with the school attendance law of Colorado.

When there is a concern about attendance:

- The classroom teacher, principal, or attendance secretary will contact the parent and explain that even though absences may be valid, they still have an effect on the child's progress. State law requires that students be in school a certain number of days each year.
- A letter from Ms. Cosens will be sent to parents of students who have missed ten or more school days and a conference will be scheduled. The purpose of this letter and conference is to emphasize

the importance of school attendance and the effects of absences on school progress.

- A letter from Ms. Cosens will be sent to parents of students after excessive tardies.
- Students with unexcused or suspicious absences will be referred to the Student Truancy Office for Jeffco Public Schools. Normandy will work with the Student Truancy Office and the court system in enforcing state school attendance laws.

Modified Contact Days

- **Assessment Days:** In order to get to know our students as individuals, Normandy utilizes two assessment days in the fall and spring. Students attend school for a set amount of time on one of these days both in the fall and spring. During their time, they participate in literacy and math assessments that will be used to individualize instruction. Teachers will send home a Sign-Up Genius so that families can register for a time that works best with their schedule. All students are expected to attend on one of these days.
- **Full day Teacher Professional Learning Release Days** – Traditionally, JeffCo has had five teacher professional learning release days during the school year. Please check the Jeffco Family Calendar each year for these dates.

Kiss 'N Go & Traffic

- **Parking lot:** During drop-off and dismissal times the parking lot lane is for daycare vans and buses to use as a pick-up lane. Parents who want to meet their children on school grounds can park in our lot or appropriately marked areas in the neighborhood.
- **Kiss 'N Go:** During drop-off and dismissal, the lane in front of Normandy on Kendall Blvd. is used as a Kiss 'N Go. This lane stretches from Plymouth and Kendall, to the baseball fields. Please observe the following guidelines:
 - Avoid distracted driving. Please do not use your cell phone when in the Kiss 'N Go.
 - Do not park in this lane, or stop and get out of your car to gain your child's attention. This is a continuous, moving lane. As cars pull away from the curb, please pull forward as far as you are able. Teachers will help guide you through this process. If they are waving you through the lane, please pull forward.
 - For the safety of our students, your children, adhere to the traffic signal and refrain from U-turns in a school zone. Obey the speed limit.
 - ***ALL parents and students are expected to cross at the crosswalk. Please model safety for students by not crossing in other areas.***
 - Cars must be next to the curb when picking up students. Do not double park and motion for your child to walk between cars. This is extremely unsafe.
 - We ask that you not block the entrance and exit to the lot during these times. Please stop before each so that the flow of traffic in and out of the lot is not disrupted.

Communication

- **Friday Folders:** Friday is designated as the day on which routine school or community news will be sent home in your child's Friday folder. The folder will contain student work, school news, and newsletters from the teacher. Parents are asked to review this information weekly and return the folder to school.
- **Weekly Updates:** Weekly Updates are sent by the principal via email. They are sent over the weekend and contain links and attachments to information sent in the Friday Folder, information and reminders for the week ahead, as well as upcoming events.
- **Monthly School Newsletter:** The Knightly News will be sent home at the end of the month via email. The newsletter will also be available online at the Normandy website.

- Normandy Website: The homepage for Normandy is listed below. This webpage is a great resource of information for everything taking place at Normandy. You can also access the school calendar, the lunch menu, and newsletters. <http://normandy.jeffcopublicschools.org/>
- Normandy App/Social Media: For more information about our app please visit our website. Often we send notifications about special events through our app as another way to reach our families.
- Classroom Newsletters: Classroom newsletters are posted on-line and will be sent home via email or in paper form to inform parents of the events within the classroom at least once a month.

Behavior Expectations

The Code of Conduct is reviewed with all students at the beginning of the school year. Normandy Elementary is a Positive Behavior Intervention Support (PBiS) school. We encourage positive interactions among students, parents and staff. Conflict will be dealt with on a case by case basis in collaboration with students, parents and school staff. In severe cases, conflict may be classified as bullying which will not be tolerated and may result in suspension or police contact. Our Normandy Knights wear their ARMOR daily. This means students are:

- Always safe
- Respectful
- Motivated
- Own It
- Responsible

Student Rights & Responsibilities

Every student has the right to an education relevant to needs and ability — as provided by state law. While on school grounds, in school facilities, in district approved vehicles, or at school sponsored events, the responsibilities of students shall be as follows:

1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others.
2. To refrain from any conduct, which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.
3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education.
4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff and other students.
5. To return all district property to the school, or reimburse the school at replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation.
6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff or other persons.
7. To refrain from all conduct which presents a threat to the safety and welfare of other students or school personnel.
8. To personally refrain from, and discourage others from, bringing, carrying, possessing or using any kind of weapon.
9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances which the student represents as drugs; and to refrain from possessing drug paraphernalia.

10. To practice and encourage honesty in academic work and in all other transactions.
11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
12. To be familiar with school rules and Board policies regarding expectations for all students.

Discipline

The purpose of Normandy Elementary's Discipline Plan is to provide a safe and secure environment which allows all students to:

- focus on their academic proficiencies and social skills.
- develop their unique strengths.
- encourage transitional learning and creativity.
- become self-directed learners and responsible citizens.
- respect gender, cultural, racial, and socioeconomic diversity.

Fulfilling this purpose will require a commitment from students, staff, parents, and other community members.

Referral Process

When a student does not comply with school expectations, the following actions or referral process may be taken. The course taken by staff members is dependent upon the severity of the misbehavior and/or prior history.

1. Staff / Student - Staff and student will discuss the problem. Consequences may be given. A plan of action to correct the behavior may be developed.

Or
2. Staff / Student / Parent - Staff and student will follow the same procedures as number one. Communication with parents may be initiated using the school's "Minor Form." The staff member **may** call the parent or send a copy of the "Minor Form and/or Restart Form" home.

Or
3. Staff / Student / Parent / Principal - Staff and student will follow the same procedures as numbers one and two above. The student will be sent to the office if a "Major Form" is completed and taken in person to meet with the principal. The principal will contact the parent to aid in solving the problem.
 - A. The principal will discipline the student in accordance with district policy and will keep records in accordance with district standards.
 - B. Individuals making referrals will receive feedback regarding the action taken by the principal or assistant principal within the guidelines pertaining to **confidentiality** of disciplinary records.

Consequences to Violations of Expectations

All behaviors have consequences. All consequences are dependent upon the severity of the misbehavior and are subject to the judgment of the staff member. Consequences for various violations will be tempered by the circumstances involved, the number of prior offenses committed by the student, and the ability of the school to obtain accurate information. The staff member will take into consideration the individual circumstances and history that might weigh each incident. **Students may be suspended or expelled for the offenses listed in [Board Policy JKDA/JKEA](#)**

Standards for the Treatment of Students

Enforcement of the Code of Conduct will be fair, consistent, equitable, and nondiscriminatory, free of any intimidation, discrimination, or harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. (Reference: [Jeffco Public Schools Code of Conduct](#))

Safe-2-Tell

Colorado School Safety Hotline (877) 542-SAFE. The hotline is an anonymous, toll-free telephone number that parents, teachers and children can call 24 hours a day, 7 days a week to report any potential acts of school violence. The Hotline is answered by a live person at the Colorado Bureau of Investigation, who then disseminates the information to local law enforcement and school officials.

Weapons

The safety and the welfare of our students are first and foremost. Possession of dangerous items is grounds for suspension and or expulsion. The following items (or objects representative of these items) are not permitted on school property: guns, knives (including Swiss Army), darts, bullets, arrows, matches, firecrackers, laser pointers, BB guns, etc. Colorado law prohibits concealed or open carry on school grounds for ALL individuals with the exception of law enforcement.

Title IX

The district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

Students, public, parents, or staff members who believe they have been the subject of discrimination must report the incident immediately in accordance with district policies. The following person has been designated to assist the district with its response to complaints of unlawful discrimination and harassment on the basis of gender and disability:

Title IX Compliance Officer and ADA/504 Coordinator
Office of Employee Relations
1829 Denver West Drive, Building 27
P.O. Box 4001
Golden, Colorado 80401-0001
Phone: (303) 982-6544

Dress Code

Students may not wear clothing or change their appearance in any way that would significantly disrupt the learning process or create the feeling of insecurity in another student. This includes, but is not limited to, prohibited items outlined in the Jeffco Conduct Code booklet. Students are not allowed to wear the following:

- sunglasses (indoors)
- hats (indoors) **except on designated days*
- flip flops (for PE)
- short shorts (must be at least as long as finger reach when hands are relaxed at sides)
- short skirts (must be at least as long as finger reach when hands are relaxed at sides)
- clothing that bares the midriff, or shows cleavage
- baggy shorts that show undergarments
- tank top straps must cover the top of the shoulder (2 fingers wide) including bra straps and all undergarments.

In the event students arrive at school dressed inappropriately, parents will be contacted to make arrangements for suitable clothing to be obtained.

A Note to Parents: It is very appropriate for you to set limits for your children as to dress and hairstyles. You may hear things such as “everybody does it” and when you do, please remember that “everybody doesn’t.” Many of us at Normandy are parents of young adults and we have gone through this with our own children. Encourage and enjoy their childhood. The rest will come soon enough.

Inside Days

When it is colder than 20 degrees, wet, and/or windy, the school staff may opt to schedule an inside day. Because it benefits students to stretch their legs and get some fresh air, they will be taken outside for recess as much as possible. **Please make sure your children come with appropriate clothing for the unpredictable Colorado weather.**

Sunscreen

Normandy Elementary Staff is not permitted to apply sunscreen to students. Parents are encouraged to apply sunscreen to their children prior to sending them to school, field trips or school events like field day.

Health Room Information

We are concerned for the health and well-being of all of our students. Our health room is available for those children who become ill or are injured at school. If a child runs a temperature, is deemed truly ill, or has an injury that appears to require medical attention, parents will be called and will be expected to come immediately. Students are not allowed to call or text their parents from class to go home. Jeffco Public Schools Health Policy states that a student who has a 100 degree temperature or higher is not allowed to remain at school, and must be taken home. Students are considered contagious and should not be in contact with others. Please help us meet the needs of your children by not sending them to school ill or with undiagnosed rashes or physical problems, and by helping them to recognize and understand the real signs of illness.

- **Medication:** All medication must be accompanied by Form #924. This form is available from the Normandy office and our school website. All medication must be in the original pharmacy-labeled container. Children must assume responsibility for going to the office at the specific time(s) for medication. Children are not permitted to keep any medication, (prescription or non-prescription) in their possession on school grounds.
- **Colorado Immunization Law:** Immunization requirements, as stated in Colorado Law, will be enforced for all Jeffco students. Students new to the District will be given fourteen (14) days from the date of school entry to comply. Noncompliance will result in exclusion from school.

Lunch

- **Lunch period:** Children are given a 45 minute period for recess and lunch. When taking your child out for lunch, please remember that they are expected to be back at school in time for their afternoon classes. Students will be marked tardy if they are late. Thank you for your cooperation.
- **Hot lunch:** Hot lunches may be purchased for \$3.25 (ALL GRADES). Milk is provided with the hot lunch or is available for those bringing their lunch. The price for milk is \$.95. Parents are welcome to come for lunch with their child(ren) any time during the school year. Adult lunches are \$4.15. When a parent purchases lunch credits, the child’s account will be credited. As a child buys lunches, the amount of the purchase is automatically deducted from the child’s account. Children can bring cash or check to their teacher or to the office. Please make checks out to Normandy. The school is not responsible for lost money. Children who have lunch money left at the end of the year may use it the following year. Jeffco Public Schools is now offering automated prepayments to your child’s meal

account via the telephone or the internet. For more information call 1-877-237-0946 or visit the [Food & Nutrition services Website](#).

- **Sack lunches:** Children may bring sack lunches. Please mark your child's name on lunch sacks or on the outside of lunch boxes.
- **Smart Snacks/A la carte offerings:** During lunch students have an opportunity to purchase items from our Snack Cart using money from their personal lunch account. These items follow federal guidelines regarding school lunches. To find out more about this option OR to limit your child's access please visit the Smart Snack Website or visit with our Cafeteria Manager.
- **Free and Reduced Lunch:** If your child(ren) were on the Free and Reduced Meal Program on the last day of the 2018-2019 school year, that status (free or reduced) will be carried over until September or until a new application is processed. **Please reapply to ensure your child will not be dropped from the program.** Applications are available on the [Food & Nutrition Services Website](#).

Buses

A student's eligibility to continue as a bus rider is determined by how responsible he/she acts at the bus stops and on the buses. We would appreciate if parents would help their child understand that riding the bus is a privilege and convenience, which must be earned through responsible action. Students are expected to be respectful toward public and private property, other students and any adult.

Bus Expectations:

1. Respond quickly and respectfully to any directions given by the bus driver.
2. Enter the buses in single file and fill in the last seat first.
3. Sit in the seat facing the front of the bus. No changing of seats.
4. Talk quietly to the person next to you and stop talking when the bus stops.
5. Adjust the windows only when asked to do so by the BUS DRIVER.
6. Treat other students, student property, and bus property respectfully.
7. Get off the bus one seat at a time starting from the front.
8. Written parent permission is required for students to ride a different bus or to get off the bus at a different stop than initially assigned.

Penalty: Violation of these rules may render pupils liable for temporary or permanent loss of riding privileges. A student will lose bus privileges according to the bus contract.

Questions regarding policies for Jeffco Public Schools transportation may be referred to the South Area Transportation Depot at (303) 982-9057.

Conferences

Parent/Teacher Conferences are scheduled for **October** and **February**. We encourage you to keep close contact with your child's teacher as communication between parents and teachers are vital to child's success in school. A parent often recognizes the need for a conference before it comes to the attention of a teacher. Therefore, parents are urged to call the teacher when they feel the need for a conference. The conference should be considered preventative rather than corrective. If this is to be true, parents and school staff must work together before concerns turn into serious problems.

Updating Jeffco Connect

Please update any change in place of employment, home telephone numbers, cell phone numbers, emergency contact and email addresses in Jeffco Connect. This is for the protection of your child in case of a serious accident or illness. If your child goes to daycare, we need to have the name of the daycare and contact numbers. Please keep this information current so that the school can act appropriately in an emergency. Additionally, please make sure to allow Jeffco publications to be sent to you through email, text, and phone.

We want to be able to communicate efficiently and effectively with all of our families. ***To ensure safety, in the rare instance that a parent cannot be contacted, the Jefferson County Sheriff's Office may be asked to help.***

Partners In Education (PIE)

The Normandy Accountability Committee, also known as Partners in Education (PIE), serves as an advisory board to the principal in matters of curriculum, safety, prioritizing budget expenditures, maintaining a positive school environment, and continuous improvement of the educational process. Partners In Education also advises and assists the principal in developing and implementing goals toward student achievement, safety, school environment, and curriculum. Each year a Unified Improvement Plan is adopted to improve the educational performance of the school and report the data for appraising such performance to CDE, the district and the school community. Partners in Education works cooperatively with other decision-making groups at Normandy Elementary, such as the faculty and PTO. The committee serves as a liaison to the community, the articulation area, and the district (JCPS), the Jeffco Board of Education, and the Colorado Department of Education in all matters pertaining to the School Accountability Process as outlined by the state and district guidelines. PIE meets the second Thursday of each month at 6:00 p.m. in the library. If you have a question about the Accountability Committee or school business, please contact Ms. Cosens or any PIE board member. A brief synopsis of the minutes will be posted on the Normandy PIE website:

http://normandy.jeffcopublicschools.org/family_resources/partners_in_education.

Parent Teacher Organization (PTO)

The Normandy Parent Teacher Organization (PTO) works to bring parents, teachers and administration together to enhance our children's educational experience at Normandy. Parents can become involved and make a real difference in a variety of different ways. At registration at the beginning of school, parents have the opportunity to volunteer their services throughout the school year. One of the hallmarks of Normandy is the number of interested, supportive parents who give generously of their time and talent. PTO meetings are held the third Thursday of every month. The meeting starts at 6:00 p.m. and ends at 7:30 p.m. Free childcare is provided and meetings are held in the library. Updated information about PTO can be found on the bulletin board outside the main office and the PTO link on the school website:

<https://sites.google.com/site/normandypto/>.

Bicycles, Roller Blades, Toys

Students may ride their bikes to school. A lock is necessary, as the school is not responsible for any loss or damage. Helmets are encouraged. Bikes ridden to school should be parked and locked immediately upon arrival and not used again until dismissal. **Bikes are to be walked on the school grounds, not ridden.** Due to safety and storage reasons, skateboards, roller skates, tennis shoes with wheels, roller blades, and scooters are not to be brought to school. Other valuable games and toys should be left at home. Electronic games, IPODS, and other electronic devices are not appropriate. Balls and playground equipment are provided so we also ask students to leave their equipment at home, as well.

Birthdays

- **Birthday Books:** Birthdays can be celebrated by purchasing a book for our library. The students can select from several books that the librarian has chosen. A label will be put in the front of the book **designating it as a donation to Normandy** in honor of your child's birthday. The birthday child may then be the first person to check it out and share it with his/her classmates.
- **Birthday Treats:** As part of the Healthy Schools initiative, we ask that birthday treats provided for the class be non-sugary items. Items families may want to consider are fresh fruit, stickers, pencils, trinkets, or a healthy snack such as popcorn. Please contact your child's teacher regarding treats and classroom celebrations.

Telephone and Cell Phone Use

The classroom and office telephones are available to children with teacher approval for important phone calls. Students are discouraged from bringing cell phones and Smart Watches to school. Cell phones and Smart Watches should be turned off and kept in backpacks during the school day. They may also be collected and stored by our classroom teachers, especially in our intermediate grades. Use of these devices is allowed after 3:15. Please do not text or call your child during the day to share important information regarding after school plans. The office can deliver these messages before 3:00 each day. Cell phones and Smart Watches must remain off and be in your child's backpack during school hours. If a student's cell phone or watch is not shut off and disrupts the classroom, the teacher will confiscate the phone and return it to the student at the end of the day with a warning. A second offense will result in the phone or watch being held in the office until a parent can come pick it up.

Dogs

Although many of the staff and students at Normandy are dog lovers, as a precautionary measure, dogs are prohibited on school grounds when students are present. Many of our students have allergies, and dogs can be unpredictable when in crowds. Please leave your dogs at home when coming to school.

Field Trips

Field trips are scheduled to support and enrich the Jeffco and Core Knowledge curriculum. Parents may be invited to help chaperone. As such, they are expected to keep order and to discipline students as in an in-class experience. Some destinations limit the number of adults allowed per group, so not every willing parent will be allowed to chaperone. Field trips are extra, and expenses are not covered by the school, therefore, fees will be collected to cover transportation and admission. Permission to attend a field trip must be on file with the teacher before a student will be allowed to attend. Students without permission slips will remain at school in a classroom determined by their teacher. Attendance at field trips is a privilege, and, as such, may be denied because of discipline issues.

Parties

- **Healthy Schools Initiative:** All schools are beginning to transition to the Healthy Schools Guidelines. As part of these guidelines, we are asking that parents limit the amount of sugary items provided for parties. Ideally, we would ask that parties have a 50-50 rule, meaning students are offered 50% healthy items as food choices. Ideas to limit sugary items include providing water rather than juice, having a fruit option as one of the snacks, or offering vegetables and cheese.
- **Halloween:** Students may bring their costumes to school the day of the Halloween parties, and change into their costumes immediately before the party. Hair dyes and makeup may be applied during dress time, but may not be worn the entire school day. Costumes must adhere to our Dress Code and Code of Conduct; they should not include any weapons, knives, guns, swords, or anything which might be dangerous or threatening. Children may change into costumes at 2:00 pm on the day of the classroom party, which will begin at 2:15pm.
- **Valentine's Day:** Students may bring valentines to distribute to classmates and a box to collect his or her own valentines. Our Student Council also sells Heartgrams that can be delivered to students. Classes may participate in a service project as part of their party.

Homework

We believe that homework is a valuable tool of practice, which contributes to student achievement by reinforcing skills, building responsibility and organization, and fostering independence. Each teacher/grade level has the autonomy to determine homework practices for his/her class within the following guidelines:

- Practice-based to deepen understanding.
- Focused on purposes, norms, and expectations clearly communicated to students and parents.
- Reinforcement of classroom learning.
- Skill level appropriate for each student to encourage independent work.
- Consistent across each team with grade level expectations.
- Aligned with circumstances surrounding individual student, home, and school needs.
- Used as a learning connection between home and school.
- Used as a tool for student learning through appropriate teacher feedback.
- Aligned with the 10 minute x grade level timeline.

Library Media Center (LMC)

Each student may check out two books at a time from the library. Books are due two weeks from the checkout date. Students may ask for permission to check out more than two books for AR, special research or science projects. Overdue notices are run periodically and sent home with students. Students' library privileges could be restricted until overdue books are returned or the fee has been paid. Lost or damaged books must be paid for so that new copies can be ordered.

At the beginning of each school year, students receive instructions on using library materials responsibly. All students learn that when they check out books, they are responsible for the books until they are returned.

You can help your student by doing the following at home:

1. Make sure he/she has a safe place to keep library books.
2. Remind him/her not to snack while reading the books and to wash hands before handling the books.
3. Never write or mark in books.
4. Give your child a plastic grocery bag to carry the books in (inside his/her backpack) so lunches don't spill on the books and to protect them from rain and snow.

Electronics Permitted at School

In an effort to accommodate student's use of devices, as part of the overall instructional learning environment and to provide access to a secure wireless network, the Jeffco-instructional network has been created. Both student and a parent/guardian must agree to opt in to the network through Jeffco Connect. We refer to this as the "Bring Your Own Device" policy (BYOD). This form will be part of the online school registration process. Once **both** the student and parent/guardian opt in, the student will be able to set up their personal devices to connect to the network.

Parent Visitation & Security

In a continuing effort to provide a safe environment for our students and staff, all doors will remain locked during the academic day. The front entrance door is equipped with a security camera and door bell system.

All visitors need to request admittance via the front entrance and must sign in at the office to get a visitor badge to wear in the building. If you need to go to your child's classroom for any reason, please sign in at the office.

School Closure

If any of the schools in Jeffco close due to storm or road conditions, it is broadcast over most of the local TV and radio stations. Parents also receive a phone call, email, or text from Jeffco regarding the closure of any schools. Parents may also call the school district's information hotline, 303-982-6600, which will announce when schools are closed due to weather or check the district website. In the event of questionable weather involving severe ice, deep snow or poor visibility during the school day, district administrators may opt to close school early. It is advisable for each family to have a predetermined plan that children can follow should

it be necessary for school to be dismissed early for emergency reasons. **Keep in mind that we are Jeffco Public Schools NOT Littleton.**

Foothills Before & After School Program

Foothills Park and Recreation District offers a Before and After School Program at Normandy. They provide a safe, nurturing environment from 6:45 a.m. to 6 p.m. each school day. They also offer year-round care, on most student non-contact days, vacation breaks, and during the summer. Please ask for their brochure in the office for more details. Mary Pacifico is the Normandy site director.