

Rye Elementary School Home of the Junior Thunderbolts



Greetings and welcome to Rye Elementary School, a friendly place where children and their families are top priority! Our school community has much to be thankful for here in the Greenhorn Valley. The level of parent involvement in school activities is evidence that children are highly valued in this community. Our students have shown that by working hard and staying focused they can achieve at levels that far exceed state averages. It is without hesitation that we can boast about the quality of our teachers and staff members, as well!

Rye Elementary School is a safe place for kids to learn. We strive to help our students become responsible, respectful members of our community. Through a balanced curriculum, including Six-Trait Writing, Accelerated Reading Programs, Balanced Literacy Instruction based on the identified components of reading, Saxon Math Programming, Success Maker, and many other scientifically-based instructional programs, our students gain strong academic skills that prepare them for success as they move on to complete their school career. In addition, we offer comprehensive physical education, music, technology, and art programs that enhance the whole child and provide growth opportunities beyond the Three R's.

This student handbook provides information about school procedures and behavior expectations for Rye Elementary School. Please read through this handbook together and keep it as a reference throughout the school year. We encourage you to visit our office and your child's classroom to see firsthand the educational experiences that we provide. Your involvement is valued and we look forward to seeing you soon!

We wish you and your child every success this coming school year!

Sue Moore

Sue Moore, Principal
Rye Elementary School
(719) 489-2272
smoore@district70.org

Rye Elementary School Staff
P.O. Box 220
Rye, Colorado 81069
2009 – 2010 School Year

Principal	Sue Moore	smoore@district70.org
Secretary	Juanita Valdez	jvaldez@district70.org
Counselor	Judy Reiners	jreiners@district70.org
Preschool	Karen Pavicich	kpavicich@district70.org
Kindergarten	Margaret DiMatteo	mdimatteo@district70.org
	Chuck Vail	ctvail@district70.org
First Grade	Amber Balenseifen	abalenseifen@district70.org
	Diane Elarton	delarton@district70.org
Second Grade	Rachelle Bak	rbak@district70.org
	Penny Ragan	pragan@district70.org
Third Grade	Sherry Buffalo	sbuffalo@district70.org
	John Castanha	jcastanha@district70.org
Fourth Grade	Jamie Donlon	jdonlon@district70.org
	Lisa Pigg	lpigg@district70.org
Fifth Grade	April Abril	aabril@district70.org
	Lindsay Jarbo	ljjarbo@district70.org
Physical Education	Beth Burns	eburns@district70.org
Music	Aaron Garner	agarner@district70.org
Special Education	Wendy Goins	wgoins@district70.org
	Karen Hopkins	khopkins@district70.org
Title I Reading	Diane Romine	dromine@district70.org
Media Center	Julie Canterbury	jcanterbury@district70.org
Teacher's /Office Aide	Kim Schwab	kschwab@district70.org
Para Professionals	Sharon Jackson	sjackson@district70.org
	Christy Myers	crmyers@district70.org
	Robin Porter	rporter@district70.org
	Shonna Shrewsbury	sshrewsbury@district70.org
School Nurse	Tina Valdez	tvaldez@district70.org
Psychologist	Hillary Munoz	hmunoz@district70.org
Speech Therapist	Karen Davis	kdavis@district70.org
Preschool Aide	Stephanie Peacock	speacock@district70.org
Kitchen Staff	Becky Reeves	breeves@district70.org
	Ginger Dagenais	gdagenais@district70.org
Custodians	Ron Shaw	rshaw@district70.org
	Ernie Cathcart	ecathcart@district70.org

School Hours

Students **should not** arrive before 7:45 a.m. to Rye Elementary School. Adult supervision is not available before this time.

School Schedule

8:10 a.m.	Bell Rings
8:15 a.m.	School Begins
11:10 a.m. – 12:05 p.m.	Kindergarten / First Grade Lunch & Recess
11:30 a.m. – 12:25 p.m.	Second Grade/ Third Grade Lunch & Recess
11:50 a.m. – 12:45 p.m.	Fourth Grade/ Fifth Grade Lunch & Recess
3:10 p.m.	School Dismissed
7:30 a.m. – 4:00 p.m.	School Office Open
7:45 a.m. – 3:15 p.m.	Teachers' Hours

Food Services

A nourishing lunch is available to students through the regular lunch line. Students are asked at the beginning of the day to indicate if they want a lunch. Students are then expected to stick to the decision when they go to lunch. Students who choose to eat school meals should purchase them in the cafeteria prior to the bell signaling the beginning of school. Students will not be allowed to purchase meals during or between classes. Money will be accepted in the lunch line.

Parents are encouraged to arrange to purchase meals for at least a week at a time. Milk can also be purchased in the cafeteria for students who bring a sack lunch or who desire an extra serving of milk. Appropriate behavior as outlined in this handbook will be expected during the lunch break.

Lunch Prices

Rye Elementary Students – Regular	\$1.70 (includes milk)
Reduced	.40 (includes milk)
Extra milk or juice	.25
Adult Meal	\$2.10 (excludes milk)

Students at Rye Elementary School are not allowed to bring soda pop to drink with their lunch.

In case lunch or lunch money is forgotten, we will serve your child a lunch. We ask that the child bring the money to cover the cost of that lunch to school the next day. We discourage the charging of lunches. Thank you.

Personal Property

Please mark all personal property with your child's name, including their coat, lunch box, backpack, notebooks, etc. Every year many items in the lost and found go unclaimed. If our child is missing an item, please make certain that they check in the lost and found. Please do not allow your child to bring such items as ipods, CD players, cell phones, Game Boys, etc. It can be quite difficult recovering these items if they become lost or stolen. Thank you.

Change in Student's Daily Routine

Please be certain to send a note to school with our child if there will be a change in their normal routine. This might include an early dismissal for an appointment, riding a different bus for daycare purposes only, or being picked up by someone other than the parent or guardian.

Without written notification, we must have your child ride their regular scheduled bus home. Please help us by communicating the change in routine. **ALL STUDENTS MUST BE CHECKED-OUT THROUGH**

THE OFFICE! This is for your child's safety, so please be understanding.

Emergency Information

Parents are requested to provide any emergency information to the school office. Emergency phone numbers, persons to contact if parents cannot be reached, preferred doctors or hospital, and special medical information are examples of information needed in the office. Please notify the office immediately if you have a change of address and/or phone number. Please be aware that we will not release your child to anyone who is not listed on the emergency contact form if an emergency should occur and we cannot contact a parent.

Pueblo County School District No. 70 Medication Policy

Medication will only be administered to students when it is prescribed by a doctor. Forms can be obtained in the office and must be completed and signed by the attending physician. The parent will then need to sign the form and return it to the school for filing. We must have this completed form before any medication can be dispersed at school. Over the counter medication such as Tylenol, aspirin, cough drops, etc. will not be administered without doctor's permission. We recommend that antibiotics that must be taken three times a day be administered before school, immediately after school and then before your child retires for the evening.

If it is necessary for a child to receive medication during the school day, the parent must bring the medication to and from school. Children are not permitted to transport any medications on the school bus. Please remember to pick up your child's medication at the end of the school year. Any unclaimed medication will be destroyed. If you have any questions regarding the district's policy, please feel free to contact the office or the school nurse.

Immunizations of Students

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons provided by law. Students who do not submit a certificate of immunization or present a valid exemption shall be excused from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with the law. The following rules and regulations regarding immunization of students attending school shall apply:

1. All students must provide proof of immunization to register or continue in school.
2. Students will have 14 days to obtain the required vaccines.
3. All parents will be notified by the school district of their right to sign an exemption.

Counseling / Nursing Services

A part time counselor is available at Rye Elementary School for students. Time to see the counselor can be scheduled by the student through the office. The counselor will be notified and will then make contact with the student.

The nurse is available on a part-time basis. Students who need to see the nurse should check in at the office. The nurse is scheduled to be at the school two days a week. The nurse's aide may be available, as well.

Library / Computer Lab

The library is available for student use for activities related to class work and for recreational reading. Books may be checked out from the media aide. A fine is imposed for overdue books. Lost books will result in the student paying for replacement of the book. The student who checked out the book is responsible for any loss or damage. Students who owe fines for overdue or lost books may have their library privileges revoked. Report cards may be withheld until fines are paid or items returned.

Computers are placed in the computer lab for student use. Students are encouraged to use the computers for class work. Students are not permitted in the computer lab without adult supervision.

Students are not allowed to access the internet until the “Guidelines For Acceptable” use have been signed by both the student and the parent. Thank you.

Grading Policies

Students are expected to do their homework and other assignments in a timely manner and have them ready to be turned in at the time they are due. Students are expected to work positively with their teachers to earn the best grade possible.

Grades are reported to parents each nine weeks. Permanent grades are recorded in the students’ permanent files at the end of each semester. Students receiving an incomplete have two weeks after the end of the grading period to remove the incomplete or it will revert to a failing grade. There may be an exception to this policy with special permission from the principal.

Midway through each nine-week period, a midterm report is given to each student in every class. Teachers are available for conferences so that these deficiencies can be corrected before the end of the grading

period. However, parents may request a conference with teachers at any time.

Honor Roll

Fourth and fifth grade students who perform well in their classes are honored by having their names placed on our honor roll. Honor Roll is listed for each nine week period and each semester.

Rye Elementary School students are recognized each quarter for achieving a 3.50 or above at an Honor Roll and Attendance assembly. Students with a grade of a D or an F will not qualify for Honor Roll.

The definition of an honor student isn't encompassed by his or her grades only. It embodies more than just academic achievement. Webster's Collegiate Dictionary definition states that the word honor is "a good name or public esteem."

The key elements are:

Reputation	Sending a message about oneself whether good or bad.
Recognition	Having attention brought to oneself for accomplishments whether good or bad.
Merit	Deserving to be rewarded for accomplishments.
Privilege	Having a right granted upon oneself.
Credit	Taking responsibility for ones actions, whether good or bad.

All of the above mentioned elements can be tainted by the conduct of an individual. Grades are certainly an indication of an honor student but not the only sign.

Field Trips

Parents will be informed in advance of field trips with written slips with instructions and details. Parent-signed permission forms must be returned before the date of the event in order for the student to participate.

Homework / Make-up Work

Teachers are expected to assign homework to students to supplement and reinforce classroom activities. Students are expected to turn in the work when it is due. Students who are absent are expected to arrange to make up any work missed. Generally, students will have the same number of days as they were absent to turn in ALL make-up work.

Students who know they will be absent must arrange for their assignments prior to their absence. This includes student absences for all pre-arranged absences. It is the student's responsibility to approach their teacher(s) for homework and assignments.

All make-up assignments are the responsibility of the student.

Attendance Policy

There shall be two classifications of absences:

- A. Excused: an absence approved by school officials with knowledge and approval of parents.
- B. Unexcused: an absence that does not meet the criteria for excused absences, even though the parent or guardian has knowledge of the absence (i.e., baby sitting, shopping, family trips or excursions, attending events not sponsored by school).

The procedure for absences is as follows:

1. It shall be the responsibility of the parent/guardian to call the school and inform the office that the student will be absent that day. Written evidence of doctor, dentist, or orthodontist appointments may be requested by the principal. Extended pre-arranged absences must be approved by the office. Other extended absences will be evaluated on an individual basis. If a student has an excessive number of absences due to illness, a

statement from a physician will be required to excuse the absences.

2. If the absence is excused by the school official, the absence will result in no academic penalty. However, it is the responsibility of the student to make-up any work missed during the absence.
3. If, in the judgment of the school official, the absence is not excusable, the student's absence will be unexcused. Any absence resulting from suspension is Unexcused. It is up to the principal to decide whether an absence is excused or unexcused.
4. Truancy is considered an absence without the approval and or knowledge of school officials and parents/guardians, and is considered an unexcused absence and grounds for suspension from one to five days.
5. Excessive absences have been determined to be grounds for neglecting a child's education and may be referred to the School District No. 70 attendance officer for disposition.
6. When a student reports to school after school is in session or returns from an appointment, the student must report to the office and be accompanied by a parent/guardian.
7. Students with two or more tardies per quarter will not qualify for a quarterly perfect attendance award.

Suspension / Expulsion

Grounds for the suspension or expulsion of any student and the due process rights of the student are described in District 70 School Board Policy JKD/JKE. A copy of this is given to every student on the first day of school or upon entry into school. Parents are encouraged to review this policy. Students under suspension may make up any work missed during the suspension.

In-School Suspension

In certain cases, students who have violated a school rule may be placed into “In-school Suspension” for a period of one to five days, depending on the seriousness of the infraction. The student is excluded from all normal activities and placed in a supervised location away from all other students. In this setting, the student will work on class work assigned by his/her teachers. Students who are placed in in-school suspension may not participate in nor attend any school activities during the term of the in-school suspension.

Exclusion from Activities

When a student receives a formal written disciplinary referral to the office which requires the attention of the principal to deal with the misbehavior, that student will be excluded from extra privileges granted to those students who adhere to the fair and reasonable expectations which are communicated to them. Inclusion in the extra privileges is not a right afforded every student, and exclusion from these activities should not be considered an additional punishment, but rather participation in these activities is a reward for exemplary behavior.

Emergency School Closing and Early Dismissal from School

On days when weather conditions make it hazardous for students to get to school safely, school may be canceled or delayed. Parents should listen to area radio and television stations for school closures. If a situation arises where school is dismissed early, we need to be sure that every child has a place to go. Please discuss this situation in advance with your child. When early school dismissal occurs, make sure your child knows the procedures to be followed. **If your child/children need to be let off the bus at a different bus stop after early dismissal from school, please fill out and return an Early Dismissal Form. If you do not fill out this form and return it to**

school we will assume that your child/children will be let off the bus at their regular stop.

Student / District 70 Dress Code

The dress code has been established by the School Board to create a positive learning environment that promotes academic growth and safety for all students and staff. Dress, style and grooming are matters of personal responsibility and are vital parts of citizenship. Dress, grooming, and personal appearance should be decorous and non disruptive in the conduct of school activities. Therefore, the following criteria are set forth as guidelines:

1. District 70 accepts shirts that are tucked in or that have finished bottoms that do not hang below the wearers' belt line. All shirts should be traditional in nature without wording and or symbols that represent vulgarities, obscenities, sexual behaviors or innuendoes, drugs, alcohol or death/mutilation of other individuals or ones' self. Shirts that do not meet these criteria will be tucked in or removed and changed by the student if necessary.
2. District 70 accepts sweaters and sweatshirts with finished bottoms that are no longer than the wearers' wrist line. All sweaters and sweatshirts should be traditional in nature without wording and or symbols that represent vulgarities, obscenities, sexual behaviors or innuendoes, drugs, alcohol, or death/mutilation of other individuals or one self. Sweaters and sweatshirts that do not meet these criteria will be removed and changed by the student if necessary.
3. District 70 accepts pants, slacks, and shorts that are traditional in nature. Pants are acceptable if they can be pulled away from the students' thigh no more than 4 inches. Excessively baggy pants, ragged pants that are torn, ripped or cut up are not considered traditional. Pants with "Balloon Style" pockets are not acceptable unless the pocket has been altered, sewn shut, or removed to make the pocket non-functional. Shorts will be no shorter than the finger tips of those students wearing them or at the principal's discretion. Apparel and/or styles perceived, at the discretion of the Rye Elementary staff, as "gang related", will be prohibited (sagging). Parents will be notified and the

- violation will be corrected. If the behavior persists, the student will face disciplinary consequences.
4. District 70 accepts coats that are traditional in nature and that are no longer than the wearers' fingertips. Coats will generally need to be taken off in the school unless the instructor gives the students permission to wear their coats during class because of heating difficulties. Trench coats are not acceptable at any time.
 5. Hats can be worn in the school buildings only on designated "hat days." Bandanas, headbands etc., are not permitted.
 6. District 70 accepts all forms of shoes as the manufacturer originally produced them. Sandals are acceptable if they do not distract from the learning environment. Laced shoes will be laced and tied at all times. **Students are expected to bring appropriate shoes for P.E. Class.**
 7. District 70 accepts traditional hair colors whether natural or colored through dyes. Colored hair that is considered distracting to the educational environment, such as green, orange, blue, etc., is not acceptable. Any hairstyle, hair cut or hair arrangement that distracts from the educational environment is also considered unacceptable. Hair styles which are not natural may be subject to review and may be declared unacceptable.
 8. District 70 accepts traditional ear piercing as appropriate attire. Piercing through the nose, eyebrows, tongue, and lips are not acceptable and cannot be worn in the school building.
 9. Other additions to one's self that are considered distracting to the educational environment will not be acceptable. Undergarments are to be worn at all times and should not be exposed when the student walks, stands, bends, kneels or sits. Boxer style underwear is not acceptable as an outer garment. Pajamas as an outer garment are not acceptable.
 10. District 70 accepts clothing that covers the student appropriately. Clothing that shows excessive skin is not acceptable. Short shirts, tank tops, sleeveless shirts, short shorts and skirts are considered inappropriate and are therefore, prohibited. Clothing which exposes the skin of the student's midsection will not be allowed.
 11. District 70 School board reserves the right to make any modifications or changes to the dress code as it deems necessary.

Because not all unacceptable styles and dress can be anticipated, the school principal must reserve the discretion to rule on the acceptability of questionable dress which may not be specifically addressed in this handbook. It is ultimately the responsibility of the student and parent to know what constitutes acceptable dress and to insure that the student is in compliance before arriving at school.

Wearing Shorts to School

Students are allowed to wear shorts to school the months of August, September and October, and then again in April and May only. Students are not allowed to wear short-shorts of any kind, or spandex shorts, or items of clothing that expose any part of the stomach, chest, or shoulder areas. If such items are worn, a T-shirt with sleeves must be worn underneath. Flip flops are not allowed any time of the year.

Lost and Found

The school cannot be responsible for lost items. If reported immediately, every effort will be made to help locate lost items. During the year, many items such as clothing, lunch boxes, back-packs, etc., turn up in our Lost and Found. This could easily be prevented if the child's name appeared on such items. Please put your child's name on all personal items.

Parent / Teacher Conferences

Parent/Teacher conferences are scheduled three times per year at Rye Elementary School. Generally conferences take place in the months of October, January, and March. This is an opportunity for parents to discuss their child's progress with the teacher. Parents will be contacted ahead of time to set up an appointment with your child's teachers. Please make every effort to keep your appointed time. If you need to talk to a teacher at any other time, please don't hesitate to contact the teacher for an appointment.

Visitors

Visitors are welcome at Rye Elementary School. If you wish to visit a class, we ask that you call the school and make arrangements with the teacher (s). All visitors are required to check in at the office before visiting classrooms. Children from other schools are not allowed to visit unless they are accompanied by a parent or guardian. Due to safety concerns, parents who are picking their children up after school should wait in the foyer.

Telephone Use

The office phone is limited to emergency calls. Students must obtain permission to use the office phone. If a student is ill, they should report to the office and a phone call will be made to the parent or guardian. Students are not generally released from class for phone calls. The office will take a message and deliver it to the student. Students are not permitted to carry cell phones at any time.

Civility-Conduct of Parents, Other Visitors, and District Employees: File KAAA

It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages volatile, hostile or aggressive communications or actions. See Board Policy KAAA

Sexual Harassment

It is a violation of school policy and it is illegal under federal law for any student to harass staff members or other students, or for any staff member to harass other staff members or students, through conduct or communications of a sexual nature. The sexual harassment policy and grievance procedure has been adopted by the District #70 School Board and is written in detail in the "Student Conduct Discipline Codes" policy book, which is given to each family in the fall.

Rye Elementary School Bus Procedures

Students are to ride their regular bus each day. Students will be allowed to ride a different bus only in cases of emergency or babysitting situations and must have approved from the Supervisor/Mechanic, at the Rye Garage, and the school offices. Students are not allowed to ride a different bus for the purpose of recreation, parties, etc. This arrangement will need to be made by parents after school. A list of School District No. 70 bus rules was given to each child the first week of school. Parents need to review bus rules with their children and remind them that three (3) infractions will result in loss of bus privileges for three (3) school days. For other bussing information or concerns please contact the Rye Bus Garage at 489-3401.

School Bus Discipline Procedures

First Offense: Conference with student and report sent home.

Second Offense: Conference with student, student placed on probation and report and letter of probation sent home.

Third Offense: Conference with student, student denied bus privileges for one to three school days and report plus a letter sent

home. Arrangements for transportation to and from school have to be made by parents.

Fourth Offense: Conference with student, report and letter sent home and student will be denied bus privileges for two to three school days. For each report turned in from the remaining of the school year, the student will be denied bus privileges for three days for each report.