# LAKE COUNTY INTERMEDIATE SCHOOL STUDENT HANDBOOK

1000 West 6<sup>th</sup> Street Leadville, Colorado 719-486-6830

Welcome to the 2017-2018 school year! We hope that your learning experience is both positive and productive! We have two school wide norms at LCIS:

- We take care of ourselves, each other and our environment.
- We commit to quality work and interactions.

# **ALLERGIES**

This year we welcome several students to our classrooms with food allergies. We invite your help and cooperation to help them stay safe. We appreciate your understanding of the need to ensure that all of our students are safe.

We have students who are allergic to a variety of different foods or food groups. Reactions range from mild to life threatening. There are several practices that will be in place in our school to help prevent allergic reactions:

- 1. There will be no classroom projects using food related to allergies in our school. Please do not send food-based projects into the classroom with your child.
- 2. Parents who will send a lunch from home for their child are free to pack the foods of their choice. Please discuss food allergies with your child and reinforce the importance of not sharing food with other students in the classroom or cafeteria.

We look forward to working together with you to have a wonderful school year. If you have any questions regarding our allergy aware school, please contact the LCIS office.

# ARRIVAL AND DISMISSAL

Students will begin their day with breakfast in the classroom at 8:00 a.m. Lake County Intermediate School has 100% bussing! Your child will be safe, warm and supervised on the bus until they arrive at LCIS at 7:40 am. A staff member will be on duty to supervise students in the gym or on the playground at 7:40 a.m. If a student arrives at the school after 7:40 and before 8 a.m. they may go to the gymnasium or playground. Students will be dismissed at 3:40 p.m.

This year, every Thursday will be Panther Day! The beginning and end time for school will be the same, but the schedule within the day will be a little different. Students will have longer "specials" on Thursdays to allow the core teachers time to work with other grade level teachers who all teach the same subject. This allows for collaboration and professional development for teachers who will then be able to better align the curriculum for grade to grade.

## **ATTENDANCE**

When a student is absent, there must be written or verbal contact from a parent/guardian. Absences without contact will be considered unexcused. There will be an automated phone call to confirm a student's absence with the parent/guardian if we have not had previous contact. If there is no communication between the student's parent/guardian, the student will be marked unexcused Per Lake County School District R-1 policy, only the following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator or the school of attendance on a prearranged basis. *Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours*.

2. A student who is absent for an extended period due to physical, mental or emotional disability.

A letter will be mailed home requesting a meeting with the parents/guardians of students who have been absent for 10 days.

If you know in advance when your child will not be at school, please use a "Request for Prearranged Absence" form from the office. This will allow teachers to gather homework and allow the registrar to better track absences.

All students who are leaving the building during the school day must be signed out in the office. When a student returns to school, they must check in at the office on the day of their return so that we can ensure accurate attendance records.

A student is considered tardy if he/she arrives at school after 8:00 a.m. A student who is tardy must get an check in at the office before reporting to class.

One of our goals this year is to increase consistent student attendance. Teachers give so much verbal information during a class, it is impossible for students to make up for missed days.

## **BEHAVIOR SUPPORT**

## **New Role: Culture and Operations Manager**

This person will be working with teachers to create positive classroom environments that support student behavior in the classroom. He/she will work side by side with teachers to develop classroom management systems that are effective and positive. The person in this position will also help shape our staff's vision around restorative justice practices.

# New Focus: Building Restorative Justice (RJ) practices school wide

LCIS staff is excited to take on a Restorative Justice approach to behavior school-wide this year. This philosophy believes that wrongdoing is best addressed through collectively identifying harm caused by the wrongdoer and creating a plan to fix it and rebuild community and relationships. The goal of RJ is always to repair relationships and rebuild community. At LCIS, we believe that a thriving school culture is based on trust, relationships, and learning from our missteps.

# New Celebration Practices: Recognitions Based on Habits of a Learner

Instead of celebrating "O-Outstanding" behavior we will be focusing on our Habits of a Learner. A major reason for this shift is to encourage students to reflect on their character building and growth.

**New Lunch Detention Policy:** After looking at our school-wide behavior data from last year, we want to address a few areas that came to our attention right away. By focusing on a few selected areas, we hope to end these behaviors right from the start. This will help keep kids safe and in class, maximize learning, and utilize our staff resources in a way that helps us achieve our positive school climate goals. If a student displays one of the below behaviors they will be assigned a lunch detention that day or the next school day. Parents will be notified by the staff member who assigns the detention.

**ALL GRADES**: Horseplay (playful behavior that is too rough and could lead to injury; unsafe behavior on the stairs)

**3rd/4th**: Bathroom play (throwing water, playing with soap, flicking the lights, etc.)

**5th/6th**: Not being prepared with materials

## **BUS REGULATIONS**

Lake County Intermediate school has 100% bussing! The bus schedule and route will be available in the LCIS office or at the district transportation department by calling 486-6802. When dismissed from class, students must walk directly to the bus loading area. The upper lot will not be available for student pick-up due to safety concerns.

Students must wait quietly in line for the bus to arrive. Bus drivers will provide specific rules and regulations regarding bus transportation. Riding the school bus is a privilege not a right.

# **CAFETERIA**

Lunch is available in the cafeteria for all students. Parents are welcome to come for lunch anytime; reservations are not required but much appreciated.

Student Breakfast Free Served in the classroom at 8 a.m. Regular Student Lunch \$2.75 Reduced Student Lunch \$.40

Free and Reduced eligibility forms will be mailed with the registration information and they may also be obtained from the office at any time during the school year. This information will remain confidential and eligibility notification will come from the district office. If you have any questions regarding these forms, please contact Leslee Torsell @ 719-486-6954.

Students may pay in advance for their meals through the cafeteria cashier or families are welcome to pay online at home with a credit card. To pay electronically, please go to lakecountyschools.net, choose "for Families" and "E-Funds for Schools". It is strongly recommended that students do not keep lunch money in their backpacks.

# Charging of lunches is permitted in emergency situations only.

USDA is an equal opportunity provider and employer.

# **COUNSELING SERVICES**

LCIS has a Dean of Students with a social / emotional focus. This position will be responsible for providing proactive social skills lessons, developing student leadership skills, and he/she will also perform some administrative duties. The Dean of Students is available to talk with students about educational, school, personal, and social concerns. A student wishing to speak to the Dean should notify the classroom teacher in advance. Emergency situations are handled on a walk-in basis, but the student should make every effort to notify his/her teacher before leaving the classroom. Parents are welcome to contact the Dean at any time by calling 486-6830 or by coming to the LCIS office.

This year, we will implement a Behavior Health Specialist as well. Amy Reyes will work at both West Park Elementary and at Lake County Intermediate School. She will be teaching lessons and supporting teachers and staff members.

# **EMERGENCY PROCEDURES**

Any emergency alarm that sounds must be taken seriously. All staff members and students will leave the building in a calm and orderly fashion according to a previously determined and posted evacuation plan. All students should be aware that the emergency exit may change depending on the location of the classroom. Students will form a line when they reach the designated evacuation area and remain in that area until given approval to re-enter the building. In cases of extreme emergency that are expected to last for a long period of time, students and staff members will be housed at the Lutheran Church at 8th and James St. Parents will be

contacted if an evacuation occurs **ALL students are required to have emergency contact information on file with the office**.

To secure the building from an exterior threat, the building may be put on "<u>Lockout"</u> status. All students will remain in the building (no outside recess or activities) but classes and passing periods will continue as usual. All outside doors will remain locked, including the front entrance to the building.

In the event a <u>Lock Down</u> of the school is necessary, an announcement will be made over the intercom informing students and staff of the lock down. Students will be taught to listen for "Locks, Lights, Out of Sight" when a lockdown situation occurs. Students will be required to remain in the classroom until the all clear signal is given.

Fire evacuation drills will be performed on a monthly basis.

# **EXTRACURRICULAR ACTIVITIES**

All students are encouraged to participate in extracurricular activities including athletic teams and after school enrichment programs offered through the 21<sup>st</sup> Century Grant Program – Project Dream. Football, volleyball, cross country running, basketball, wrestling, cross country skiing, and downhill skiing are available to students in the sixth grade if coaching is available. In order to participate in any sports activity students must meet the following requirements:

- have a current physical, signed by a physician, on file with Lake County School District (Physicals may be obtained at the School Based Health Center by calling 719-486-6981 for an appointment.)
- be covered under an insurance plan (there is a link to Markel Student Insurance on the Lake County Schools website.)
- pay an athletic fee
- have a completed athletic packet on file

All participants must follow the Lake County Athletic Code as well as individual coaches' rules and regulations. Extracurricular activities are a wonderful way to exercise our minds and bodies. Students should be aware that they are a positive representative of Lake County Intermediate School at other schools throughout the region.

# **FINES**

Textbooks and other instructional materials will be issued to each student by their teachers. Each student should carefully examine all materials that he/she is assigned for damage and report all problems to the teacher immediately. Any book or materials that are returned at the end of the school year with previously undisclosed damage that is beyond normal use will be assessed a fine. Students will be expected to return the book that was issued to them at the end of the school year. If the student is unable to locate any book, a fine will be assessed.

#### **HEALTHY CELEBRATIONS**

Everyone looks forward to school celebrations and the activities and social interactions they bring. At LCIS we are committed to making classroom celebrations fun and healthy by celebrating each other through activities rather than food. LCIS requests that parents do not bring food to school to celebrate birthdays or holidays. Student birthdays will be celebrated on a monthly basis during CREW class. Healthy kids learn better! Research demonstrates that good nutrition is linked to better behavior and better academic performance. Healthy celebrations promote positive lifestyle choices to reduce student health risks and improve learning. Holiday treats and traditional birthday parties with cake can still happen at home with friends and family. Many gatherings can feel like a party! All it takes is making sure that everyone feels important and welcome and that you share your time and attention in a fun friendly way.

## **IMMUNIZATIONS**

All students are required to have a current immunization record on file with Lake County Intermediate School in order to attend school. Exemptions are allowed, but families must register with the state of Colorado. In order to attend school during the 2017-2018 school year, students who are in sixth grade must receive a Tdap (Tetanus / Diphtheria / Pertussis) booster shot. Our district nurse will review the immunization records of our students and notify parents of any immunizations that may be required.

# LIBRARY / MEDIA CENTER

The library / media center is available to students for research, exploration, and to check out materials for a two week period. There are no late charges assessed, but the student is financially responsible for books that are not returned and for those that are returned in poor condition.

## LOST AND FOUND

Each student must assume the responsibility for taking care of his/her personal possessions. A box for lost and found items is located in the foyer on the main floor. The items in this box will be discarded in October and February following parent / teacher conferences and again at the end of the school year. Small items that have been found will be kept in the office.

# **MEDICATION AT SCHOOL**

Any over-the-counter medicine, including Tylenol, and any prescription medication will **NOT** be given to students at school without the written permission of a physician and the parent/guardian. The written authorization from the physician must contain the name of the medication, the dosage of the medication, the time the medication is to be administered, and the duration for which it is to be taken. Prescription medication must be in the original pharmacy container and have the student's name, the name of the medication, the dosage of the medication, and the date of expiration. There are forms available in the LCIS office for this purpose and parents and students are welcome to pick one up at any time. Students are not allowed to bring medication to school. Staff members will confiscate any medication and it will be kept in the office until a parent can pick it up.

# **MESSAGES**

Parents may call the LCIS office at any time during the school day before 3:00 p.m. to leave messages for their child. Notes will be delivered to the classrooms at 3:15 p.m. daily. **Students will only be called out of class to speak on the telephone on an emergency basis.** 

# PARENT / TEACHER CONFERENCES

We encourage all parents/guardians and their children to attend Parent / Teacher conferences. Our goal is to provide open and positive communication with the families of our students. Conferences provide an opportunity to discuss student progress and any concerns on the part of the teachers or the parents/guardians. The following dates are scheduled for parent/teacher conferences during the 2017-2018 school year:

October 17, 2017 from 4pm to 8 pm October 19, 2017 from 4 pm to 8 pm February 13, 2018 from 4 pm to 8 pm February 15, 2018 from 4 pm to 8 pm

Students will have a regular school day on all conference days.

## **RULES AND REGULATIONS**

A priority of LCIS is to create and maintain a school environment that is conducive to learning and is safe for all students. An important aspect of a safe school environment is a discipline code that is clear and understandable for all students, parents and staff.

- Alcohol, drugs, or any type of tobacco products are not permitted on school grounds. Possession of any of the above items may result in suspension or expulsion. Please refer to the Code of Conduct.
- Bicycles and skateboards must not be ridden on the sidewalks on school grounds. Bike racks are provided so that students may lock up their bikes during school hours.
- Cell phones and electronic devices may be brought to school, but must be turned off at all times. The school is not responsible for any lost or stolen items.

The first time a cell phone or electronic device is confiscated, it will be returned to the student at the end of the day.

The second time a cell phone or electronic device is confiscated; a parent must come to the school to pick it up. The parent must also speak to the Culture and Operations Manager or the Principal and sign for the item.

The third time a cell phone or electronic device is confiscated; it will be retained by the school until the end of the school year.

Students are always welcome to leave their cell phones and electronic devices in the front office for safe keeping.

- Fighting in any form and/or bullying are not allowed at school. Students who choose to fight or bully will be suspended by the administration and their parents/guardians will be notified. A re-entry meeting involving the parents and LCIS staff members must be held before the student is allowed to return to school.
- Internet usage is a privilege and not a right. Inappropriate use of the internet may result in the cancellation of this privilege.

# PLAYGROUND RULES

Outdoor Recess	Indoor Recess
Rule #1. Be Safe	Rule #1. Be Safe
Walk in HALL and on sidewalk.	Walk in HALL.
Stay within the playground boundaries.	Stay in your own classroom unless given
Use equipment safely and follow game rules.	permission to leave by a supervisor.
	Use classroom materials safely.
Rule #2. Be Respectful	Rule #2. Be Respectful
Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.
Use polite language and respectful tone of	Use polite language and respectful tone of voice.
voice.	Ask for permission to leave the classroom or
Ask for permission to leave the playground.	indoor recess spot.
Show good stewardship by taking care of our	Follow school rules as if the adult is out of the
space and playground equipment.	room.

## Settle small problems by:

- talking it out
- share and take turns
- go to another game
- wait and cool off
- make a deal
- apologize
- walk away
- ignore it
- tell them to stop
- rock-paper-scissors
- flip a coin
- gentlemen's agreement

## Rule #3. Follow Directions of All School Adults.

- Plan to be OUTSIDE EVERY DAY unless the temperature is less than 10 degrees.
- Students should use the restrooms in their classroom area before and after lunch and during breaks with permission from their teachers.

If you have a big problem: tell an adult

- The following actions are defined as grounds for suspension:
  - a. behavior which is detrimental to the welfare or safety of another student
  - b. continued, willful disobedience or open and persistent defiance of proper authorities
  - c. possession of weapons or toy look-alikes
  - d. willful destruction or defacing of school property

If a student has been suspended from school, a re-entry meeting must be held involving school officials and parents before the student may return to school.

## VISITORS AT SCHOOL

All visitors to Lake County Middle school are required to check in at the office. All visitors will be required to wear a visitor pass sticker.

Former students of LCIS are not allowed to visit staff members during regular school hours. Students will not be allowed to bring friends, siblings or other non-adult family members to the classroom or the cafeteria as visitors.

When parents come to LCIS to visit classrooms, their first visit will include a meeting with the principal to review the following guidelines:

**Leave no trace**. Take care not to affect the community of the classroom in any way. Observers should not help a student or initiate conversation with students or with the teacher.

**Silence is golden**. Wait until the meeting after the observation to have conversations. Please turn your cell phone off.

**Honor the teacher being observed.** We are not visiting the sharing teacher's classroom space to critique him/her, but to learn from him/her.

**Be fully present.** Stay in the room for the entire time and soak up the experience.

**Take notes.** Use your note catcher to capture your observations and thoughts. We'll use them after our observation and they will serve as a record of your learning.

Stay focused on the purpose of the observation. A lot will be going on in the classroom space.

Maintaining a tight focus on the target will help you avoid feeling overwhelmed.

It's not our turn to teach. It can be challenging to step out of the teacher role when in a classroom.

Remember you are here to observe the lab teacher, the students, and the environment.

The principal will also have a post-meeting with the parent at the end of the visit.

Each subsequent visit by a parent to a classroom will not include the above meeting, but the parent will be required to give the teacher a 24 hour notice of their intention to visit.

Parents are encouraged to visit our school. Younger brothers and sisters are not allowed to visit the classrooms during school hours but are welcome to join us for lunch if the parent is present.

# **WITHDRAWALS**

If a student is no longer going to attend Lake County Intermediate School, please notify the office in writing as soon as possible. LCIS staff members will prepare the documentation necessary for enrollment in your next school.



# **Student Expectations at LCIS**

We take care of ourselves, each other, and our environment. We commit to quality work and quality interactions with each other.

Arrival	-walk on the sidewalk from the parent drop off or from the bus loop and enter the		
	building through the main entrance		
	-greet the welcoming teacher with a smile and a handshake		
	-walk to the gym or playground using the staircase to the right		
	<ul> <li>If your last name starts with A-M you will go to the playground on</li> </ul>		
	Mondays, Wednesdays, and Fridays. You will be in the gym on Tuesdays		
	and Thursdays.		
	<ul> <li>If your last name starting N-Z you will go to the gym on Mondays,</li> </ul>		
	Wednesday, and Fridays. You will be on the playground on Tuesdays and		
	Thursdays.		
	- <u>pick up any playground</u> or <u>open gym toy</u> and		
	- <u>line up</u> by CREW class.		
Afternoon Dismissal			
	- <u>Walk</u> to the holding area.		
	- <u>Stay</u> in the holding area until given permission to leave by the duty teacher.		
	<u>Bus Riders</u>		
	- <u>5 S's</u>		
	-Sit on the floor or bench.		
	-Stick to your spot		
	-Say-what you need to adult- if you need to leave your area or go to the		
	bathroom you need to tell an adult.		
	-Save your snack for later.		
	-Stand in HALL when your bus route is called		
Bathrooms	You will need a pass to go to the bathroom.		
	When in the bathroom we follow these expectations:		
	Go-Flush-Wash your Hands		
	Get back to class		

Breakfast	3 <sup>rd</sup> and 4 <sup>th</sup> Classrooms			
Dieakiast	Go to your CREW class.			
	If you want breakfast take your name card from the pocket chart in your CREW			
	class.			
	When the CART comes to your class line up with your number card and go through			
	the breakfast line.	p y can manual can a anna gc am cagn		
	Place your name card in the box.			
	You must take one of each item.			
	Go back in the classroom for CREW.			
	5 <sup>th</sup> and 6 <sup>th</sup> Classrooms			
	If you want breakfast take your name card from <u>outside your CREW class</u> .			
	Line up at the breakfast CART.			
	Place your name card in the box.			
	You must take one of each item.			
	Go to your CREW class with your breakfas	t.		
Community	- <u>walk into the gym</u> in HALL-with their CREW class or find their CREW class.			
Meetings	- <u>Sit</u> with your CREW. The spot will be marked with a cone. During the meeting:			
	I sit on flat on my pockets.			
	I track the speaker.			
	I use a zero voice level during the presentation.			
	I keep my hands and feet to myself.			
	I clap to show appreciation and I celebrate with each other.			
	<ul> <li>I engage in the activity.</li> </ul>			
	•			
Hall	When we are in the hallways at LCIS we for			
		one arm's length away from the person in		
	front of you			
	H-hands to self – are your arms down and	hands at your side?		
	A-Are all eyes tracking and looking			
	Lips – Lips are zipped- if they need to talk			
	Leg- Leg are walking- always walk they ne			
		ay in their place in line. It is clear they are		
Lundh	in line.			
Lunch	- <u>enter</u> gym by walking to their table:			
	use walking feet			
	zipped lips     sit patiently at lunch table weiting	a to be lived up		
	sit patiently at lunch table waiting to be lined up			
	-walk to the lunch line when your table is called			
	- <u>Say</u> please and thank you with a smile to the cafeteria workers -bring snack size chips to eat with your lunch- save soda for home			
	-clear and <i>clean the spot</i> they sit at when lunch is over			
	-follow the compost expectations			
	-follow all the cafeteria expectations			
Recess	Outdoor Recess	Indoor Recess		
	Rule #1. Be Safe	Rule #1. Be Safe		
	Walk in HALL and on sidewalk.	Walk in HALL.		
	Stay within the playground boundaries.	Stay in your own classroom unless given		
	Use equipment safely and follow game	permission to leave by a supervisor.		
	rules.	Use classroom materials safely.		
	Rule #2. Be Respectful	Rule #2. Be Respectful		
	Keep hands, feet, and objects to self.	Keep hands, feet, and objects to self.		
	Use polite language and respectful tone	Use polite language and respectful tone		
	of voice.	of voice.		
	Ask for permission to leave the	Ask for permission to leave the		

		I	
	playground.	playground.	
	Show good stewardship by taking care	Show good stewardship by taking care	
	of our space and playground	of our space and playground equipment.	
	equipment.	Rule #3. Follow Directions of All School	
	Rule #3. Follow Directions of All School	Adults.	
	Adults.		
		Settle small problems by:	
	Settle small problems by:	<ul> <li>talking it out</li> </ul>	
	<ul> <li>talking it out</li> </ul>	<ul> <li>share and take turns</li> </ul>	
	<ul> <li>share and take turns</li> </ul>	<ul> <li>go to another game</li> </ul>	
	<ul> <li>go to another game</li> </ul>	<ul> <li>wait and cool off</li> </ul>	
	<ul> <li>wait and cool off</li> </ul>	<ul> <li>make a deal</li> </ul>	
	<ul> <li>make a deal</li> </ul>	<ul> <li>apologize</li> </ul>	
	<ul> <li>apologize</li> </ul>	walk away	
	walk away	• ignore it	
	• ignore it	<ul> <li>tell them to stop</li> </ul>	
	<ul> <li>tell them to stop</li> </ul>	<ul> <li>rock-paper-scissors</li> </ul>	
	<ul><li>rock-paper-scissors</li></ul>	• flip a coin	
	flip a coin	If you have a big problem: tell an adult	
	If you have a big problem: tell an adult	in you have a big problem. ten an addit	
Stairs	-When we use the stairs we do the following:		
	Space- give each other space in front and behind us		
	Track- look at the person in front of us		
	Arms down- keep our arms down by our sides		
	In line- we are in single file		
	$     \underline{\mathbf{R}}   $ ight & $     \underline{\mathbf{R}}   $ ail- we use the right side of	the stairs and have our hands on the	
	rail		
	<b>S</b> sh! Quiet voices		
Snacks	Students will receive a free fruit or vegetable snack every Monday, Tuesday,		
	Thursday and Friday! The snack will be served in the classroom to all students at no charge.		
	Recommended Snack and Lunch-snack Items:		
	Fruit	Vegetables (with or without dip)	
	Dried Fruit Fruit cups or applesauce	Yogurt Trail mix	
		grain/low fat crackers	
	Baked chips	Popcorn	
	Granola bars/cereal bars	String cheese	
		3	
	Recommended Drinks:		
	Water, Low-fat, 1% or 2% milk, or 100% Juice (no sugar added)		
	Soda, energy drinks or juices high in sugar will <u>not</u> be allowed at school		
	however, clear, reusable water bottles are encouraged! If bring chips		
	please make sure they are snack size and one serving. If students bring		
	large bags of chips or sodas the duty teacher will have you take it to the		
	office where you can pick it up at the e	end of the day.	
Transitions	-Leave the classroom in a safe and orderly	y manner.	
	-Walk in the pre-determined traffic flow path to the next class.		
	- <u>Carry</u> expected materials to class.		
	- <u>Stay</u> in the area that teacher determines.		
	-Transition <i>quietly and quickly</i> to their ne		
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