

**Aspen Elementary School
0235 High School Road
Aspen, Colorado**

970-925-3760

FAMILY GUIDELINES

Dear Aspen Elementary Parents:

The Aspen Elementary Family extends a warm welcome to all! Aspen Elementary home-school partnership grows stronger each year. We are proud of the community effort which continues to support teaching and learning. One of the most important goals is to create a stimulating and supportive environment in which our students feel secure to take risks as they meet academic challenges. Our school is dedicated to the academic and social success of all students. We enthusiastically encourage parents to work with us to construct meaningful learning opportunities which require active and thoughtful student engagement. Please talk with us on a regular basis. We want you to know about our programs, curriculum and teaching methods.

We are pleased to provide these guidelines as another link of communication between home and school. Please take a few moments to become familiar with policies and procedures that help guide us every day. Please call on us should you have questions about any part of the school experience. We are delighted that you are part of this wonderful learning community.

Sincerely,

Doreen Goldyn

Principal

**Aspen School District
Mission Statement:**

Students First

Students will realize their full potential, appreciate the relevance of their education, be excited to learn, and empowered for success.

Academic Achievement – Students will excel academically to their maximum potential, able to apply knowledge and skills through critical, independent thinking.

Life Skills – Students will demonstrate life skills that contribute to leading fulfilling lives.

Citizenship – Students will reaffirm, nurture and model the important attributes that citizens must have to contribute to an effective and productive democratic society.

**Aspen Elementary
School Motto**

Treat others
as you want to
be treated.

Aspen Elementary School Goals

We are committed to a learning environment where we will:

1. Invite a spirit of cooperation that recognizes compassion, respect, humor and integrity. ...**Get along!**
2. Demonstrates a commitment to curiosity, discovery and creativity**Find out!**
3. Promote critical thinking in order to evaluate choices, make decisions and solve problems. ...**Think and do!**
4. Build a solid foundation of conceptual knowledge and skills. ...**Be smart!**
5. Seek to understand and value the importance of our connection and contribution to the community and the world beyond. ...**Join in!**
6. Establish an atmosphere of trust where diversity is honored, risks may be taken and communication is honest. ...**Make a safe place!**
7. Foster positive attitudes toward a healthy physical, emotional, social and academic life. ...**Be healthy and happy!**
8. Encourage self-awareness and self-regulation to cultivate individual growth. ...**Know yourself**

ASPENELEMENTARY SCHOOL

MISSION STATEMENT

MISSION

Aspen Elementary School will empower an innovative, mindful community of learners in a challenging and nurturing environment that promotes academic excellence and 21st century skills.

BELIEFS

Supporting the whole child academically, emotional, physically and socially.

Differentiating instruction to meet the needs of all learners.

Providing the skills to be lifelong members and productive members of a global society.

Promoting and celebrating the love of learning.

Partnership of passionate, respectful, learners amongst students, staff, parents and community.

HOW TO GET INVOLVED IN DECISION MAKING

Attend bi-monthly Board of Education meetings at Aspen School District Board Room located at the district office. Please check ASD website for times.

2013

Aug. 19
Sept. 9 & 23
Oct. 7 & 21
Nov. 4 & 18
Dec. 9

2014

Jan. 13 & 27
Feb. 10 & 24
March 3 & 17
April 7 & 21
May 5 & 19
June 2 & 16

SCHOOL BOARD MEMBERS

Charla Belinski, President
Shelia Kennedy Wills, Vice - President
Bob Glah, Treasurer
Sandra Peirce, Secretary
Elizabeth Parker, Assistant Secretary / Treasurer

ATTEND THE PARENT / PTO BEAKFASTS

Each school in the District has an accountability committee. The Aspen Elementary School Parent Breakfast is open to all parents and serves as a channel between parents and school. We encourage and welcome parent involvement, ideas and/or interaction. Everyone welcome! Meetings are the 2nd Thursday of October, November, April and May at 8:15am in the AES Library.

ABSENCES / REPORTING OF ABSENCES

Children who attend school regularly succeed in academics areas and are better adjusted socially. School district policy requires that students be in school unless they are too ill to attend. A student who has more than 8 days of unexcused absences (need not be consecutive days) during a school year may be in violation of the state attendance law. When parents communicate the significance of good attendance, children understand that coming to school is very important.

When students are absent from school, parents are asked to notify the office prior to 8:30am on the day of the absence by calling the attendance line. You may leave a message any time of day or night regarding absences. Please state: child's name, teacher, grade, date of absences, reason. If no call is received about an absent student by 10:30am, office personnel will attempt

to contact the parent at home. Messages will be left on home answering machines. It may not always be possible to phone the parent's place of work if no one is home. If we do not hear from the parents regarding an absence it will be marked as "unexcused." Upon a child's return to school following an absence, he/she must bring a note from the parents stating the dates and reason for the absence.

The School Board feels that the content of the course offerings should be of sufficient caliber to challenge students. Therefore, regular attendance is vital in order to meet the requirements established for each class. Aspen Elementary has an **official** count period between September 24th and October 8th 2013. Good attendance is also important for our school accountability report and subsequent funding.

A call to the attendance line on the morning of a student absence is expected. It is the child's responsibility to complete any necessary work missed due to the absence. It is necessary to give teachers one week advance notice for prearranged, extended absences and to complete the Prearranged Absence Form which is available at the front office. Once filled out, please return form to teacher.

Once children are in attendance for the day, they are excused to leave only upon the personal request of a parent or guardian. Children leaving school before the regular dismissal time must be signed out in the office. No one other than the parents or legal guardian may gain release of a child without written permission from the parents or legal guardians.

If a student is absent or tardy more than 10 days per semester, a letter of notification will be sent home.

ALTERNATIVE PLANS AFTER SCHOOL

Parents may phone the school to relay **emergency messages** to students regarding changes in plans for transportation home. These messages must be received prior to 2:30pm to allow time to relay message before school ends. In case of **emergency only**, students may use school phones after school to communicate with parents regarding extra-curricular activities and childcare questions.

If a student would like to go home with a friend, either by walking or by bus, he/she must have written permission in advance from parents involved. Under no circumstances may students make arrangements during the school day to play after school at a friend's house, so please make these plans each day before school begins.

ARRIVAL / DEPARTURE TIME

Students enter the building at 8:00am. School begins at 8:05am and ends at 3:15pm daily. No adult supervision is available to students prior to 7:45am. Please do not permit your child to arrive early unless he/she is involved in a specific school activity. If your child arrives at school after 8:05am, he / she must report to front office to get an admission slip. When your child is tardy they miss valuable instructional time. Any child remaining on the school grounds after 3:25pm will be taken to the Extended Day Program located at the AES cafeteria.

Every Wednesday AES students are released at 1:55pm. School buses will leave the school at 2:00pm. AES staff works every Wednesday afternoon. They meet in collaborative teams to analyze data and make collective plans that support student learning.

BACK TO SCHOOL NIGHT WILL BE WEDNESDAY, SEPTEMBER 11th

- **5:00pm – 5:45pm ~ Kindergarten, 1st and 2nd grades**
- **5:45pm – 6:30pm ~ 3rd and 4th grades**

This evening is a wonderful opportunity for all teachers to communicate critical information to parents. Teachers will describe their classroom schedules, expectations, and curriculum during structured presentations. They will be able to answer general questions regarding standards for learning, homework, grading, communication, Classroom procedures, special events, how to volunteer, etc.

Parents are asked to not bring children to these presentations, as teachers will prepare a great deal of information for parents this evening. We'd like all parents to come to this important presentation, so please mark your calendar and plan to attend this informative evening. This is not a time for discussions about individual students. A conference time for this purpose may be arranged between the teacher and parent.

BIRTHDAY CELEBRATION

A student may have a short celebration of his/her birth day in the classroom with approval of the classroom teacher. Parents wishing to send **healthy treats** should include enough for all class members. Please be sensitive to food allergies when sending treats to school. We strive to be a Peanut Reduced / Food Allergy aware environment at school. Contact individual teachers for more information. Each child's name is announced in the morning announcements when it is their birthday. Please do not send birthday party invitations to school unless entire class is invited. (We are not allowed to release phone numbers or addresses without written consent from a parent.)

CARE OF SCHOOL PROPERTY

Students are held responsible for the loss or damage of textbooks, library books and school property. Fines will be levied to cover the cost of replacement.

CHILD CUSTODY

When dealing with child-custody situations, we'll follow these guidelines:

- Unless we have a court order "parenting plan or a parent custodial status, we will release a student to either parent according to our dismissal procedures.
- Where we have received a copy of a court order limiting custody, we'll attempt to comply with the order's restrictions.

COMMUNICATION POLICY FOR PARENTS AND PATRONS

It is the intent of Aspen School District Re#1 to guarantee open communication between the Board of Education and its employees and members of the community. The District is committed to maintaining and/or improving the quality of the operation of the District given the limitations of available resources. Any patron, parent, or non-parent has the right to submit a suggestion, compliment or complaint in reference to any staff member, policy, regulation, program or procedure of the School District. It is the belief of the District that comprehensive and speedy analysis and response to suggestions or complaints is paramount. Please contact the AES Principal.

DRESS CODE

Policy Code: **JICA-1**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Administration recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code.

Safe and appropriate footwear is required to be worn at all times. For example, shoes inside, boots outside for snowy days, tennis shoes for gym. Children should have winter hats, gloves and boots in cold weather. Colorado weather is highly variable, and students will have outdoor recess unless it is excessively cold or rainy.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building.

3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.

4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:

- Refer to drugs, tobacco, alcohol, or weapons
- Are of sexual nature
- By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
- Are obscene, profane, vulgar, lewd, or legally libelous
- Threaten the safety or welfare of any person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process.

EMERGENCY FORMS

Please keep your emergency phone number in PowerSchool in the office up to date at all times. **We cannot adequately stress the importance of having current and accurate contact information.** Please call the office 970-925-3760 #3001. If you need to update your home, cell e-mail, or work contact numbers your child's comfort depends upon this important communication link. In the event of a serious injury, we will call 911.

FIRES AND FIRE DRILLS

Fire drills are practiced once a month. In event of a real fire, students would be evacuated as if in a fire drill and then taken to a safe area. Parents would be notified as soon as possible from the safe location. Please review our Aspen School District Crisis Plan on website. **Please review Standard Response Protocol enclosed in this handbook with your child.**

HEALTH SERVICES

Our school nurse screens all children for vision and hearing each fall in grades K, 1st, 2nd & 3rd. Any questions, please contact Health office at ext. 3229.

HOMEWORK

The purpose of homework is to reinforce skills taught in school, to develop independent work habits and to engage in long-term research or creative projects. All students will be expected to spend some time either reading or doing homework every weeknight.

- Parent involvement in a child's education can mean the difference between success and failure. Helping your child learn good study skills can make a difference.
- Children should read **every** night.
- Children need a quiet and designated area to study.
- Homework assignments vary by grade level, the teacher and the project. Rule of thumb: 10 minutes per grade per night.
 - 1st grade: 10 minutes
 - 2nd grade: 20 minutes
 - 3rd grade: 30 minutes
 - 4th grade: 40 minutes

INJURED OR ILL CHILDREN

If your child has a specific health problem, please inform the health office as well as the teacher. Please be sure we have emergency numbers, as we make a practice of calling parents when children become ill at school. The school nurse will determine if your child should go home or not during the day. Please notify the office of changes in address, home or office phone numbers, etc.

Students who become sick or are injured will be sent to the health office to be attended to by the school nurse. When a fever is present or an injury requires medical attention, parents will be called to pick up their child. **Please do not send your child to school with a fever, upset stomach, sore throat or rash.**

As a general rule, if a student has had a fever greater than 100 degrees, they should be fever free for 24 hours before returning to school. Also, if vomiting, please allow 24 hours after last episode before returning to school.

LOST AND FOUND

Items not claimed by the end of the month are sold for \$1.00, and if not claimed are donated to charity. Lost and found sales are the last Friday of each month. To encourage responsibility a student must buy back items claimed at the time of the Lost and Found sale for .50 cents. Parents are encouraged to **label everything! We encourage you to look in our lost and found whenever you're in school.**

MEDICATIONS

According to School Board policy: "Students shall not be permitted to take medication while at school or at school-sponsored events away from school unless such medicine is given to them by a school employee designated by the school principal, acting under specific request of the parent or guardian, and under the written instructions of the student's physician." This policy applies to all prescription and non-prescription medications including aspirin. Prescription medication must come in the bottle dispensed by the pharmacy. The bottle must state the student's name, doctor's name, specific information regarding dosage and time to be taken. No drug or medication will be given if it comes in a baggie, plain bottle, envelope, etc. A completed permission form, available in this handbook and in the health office, must accompany all medication. This must be signed by parent or guardian.

NEWSLETTER

To keep you informed of school events, a school-wide newsletter will be emailed to parents bi-monthly and also posted on the website, www.aspenk12.net. Please make sure the front office has your correct email address. The newsletter will provide a current calendar of events and newsworthy items of interest to parents. Classroom newsletters will be posted on Classroom page on our website.

Parents are encouraged to send notes to the teachers about any concerns they have with either school or at home. Teachers appreciate having a better understanding of their students and welcome comments and questions from parents. Please determine with your child's teacher the best means of communication i.e., communication log, e-mail, voice mail etc. Each classroom has a newsletter which will come home once a week or be posted on the classroom website.

NONDISCRIMINATION / EQUAL OPPORTUNITY

Aspen School District does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or other status protected by law in admission or access to, treatment and employment in its programs and activities. The following person(s) have been identified as the compliance officers for the district to handle inquiries regarding the nondiscrimination policies.

Superintendent of Schools

Aspen School District

0235 High School Rd.

Aspen, CO 81611

970-925-3760 ext. 4008

Superintendent@aspenk12.net

Specific complaints of alleged discrimination based on disability should be referred to:

Director of Special Education

Aspen School District

0235 High School Rd.

Aspen, CO 81611

970-925-3760 ext. 4002

DirectorSPED@aspenk12.net

Outside agencies:

Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability) may be filed directly with the Office for Civil Rights, U.S. Dept. of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204.

Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 East 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

OUTDOOR RECESS

Outdoor play during the noon hour and other scheduled recesses is expected of all children except when severe weather necessitates that all students remain indoors. If a child is ill and not in condition to go outdoors for fresh air, she/he should remain home for the sake of her/his health and that of the other students. Make sure your child comes prepared to go out to recess daily—coat, boots, hat, gloves, snow pants! **MAKE SURE YOU LABEL ALL CLOTHING.** The only time we bring in the students either before school

or during recess are if the temperature is below 10 degrees, it is lightening outside or a downpour. During outside recess, all children must remain on our playground under the supervision of our playground staff.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

Our goal is to meet with 100 percent of our parents during conferences, as we have important academic information to share and would like to check in with parents regarding any questions they may have about their child's school experience. Parents are asked to utilize scheduled conference days so our literacy, talented & gifted, English as a second language, special education and specialists are also able to attend conferences.

Thirty minute parent teacher conferences are held at the end of the semester: October 9th, 16th, 23rd from 2:00pm – 7:00pm and then again March 5th, 12th, 19th from 2:00pm – 7:00pm. Appointments can be made by calling the teacher or attendance secretary in advance. Report cards are hand delivered by your child to you at the end of the first semester and mailed to you at the end of the school year. Report cards are curriculum based to clarify grade level expectations. The evaluation is based on the student's academic achievement and effort. If you have any questions or concerns, contact your child's teacher and/or the principal.

PETS

Cats and dogs are not allowed in school. Any animals of educational interest are allowed in the classroom only with prior permission of the classroom teacher. Please do not walk your dogs on school property during school hours.

PHOTO RELEASE

Occasionally, a newspaper asks to feature special events or programs at Aspen Elementary. In order to allow students to be photographed or quoted in the media, we need written parent permission. At the beginning of the school year we will be asking all parents to sign a media release form. This form will be kept on file in the office so that we are able to use photographs of students in the media or for school related publicity. Signing these releases is optional. If parents have any question they should contact the principal. When upcoming major event is planned parents will be notified in advance. Of

course we would not allow the media to speak to students in event of a crisis or controversy.

Parents will be notified if we are aware that a specific child has been selected to be featured.

PLACEMENT PROCEDURE

Our Aspen Elementary staff has designed a thorough process by which students are placed in classes. The individual student is carefully considered as staff meets in May and June to make placements. While attending to individual student, we strive to develop heterogeneous groups of students who will work well together. While policy is not to accept requests for specific teachers, we do invite parents to describe their students as learners.

PLAY PERFORMANCES

Grade levels 2nd, 3rd and 4th present a play in the district theatre each year. All students have a part in the play.

DVD'S are available for purchase through an independent company. Teachers will have purchase forms available in the classroom.

Parent volunteers are needed to help with costumes, sets, bakesale, ad sales for program and ticket sales. All proceeds are used to off-set costs of the play production.

The following are the dates that have been approved by theatre and principal for this year's grade level plays.

- 2nd Grade – Friday, February 28th
- 3rd Grade – Thursday, May 1st
- 4th Grade - Thursday, November 21st

Rehearsals are the 4 – week period before the performance date!!

POSITIVE CHARACTER TRAITS: WORD OF THE MONTH

Aspen Elementary School has sponsored a positive "Character Trait" Word of the Month program to encourage students to think more deeply about the development of their character. Each month of the year we focus on Responsibility, Respect, Caring, Fairness, Honesty, Cooperation and Citizenship.

SCHOOL BUS POLICY AND RULES

Transportation to school is not a legal responsibility of the School District, rather, it is

furnished for eligible pupils at the expense of all the taxpayers in the District and it is expected that the privilege will be appreciated by those who benefit from it. **Parents are responsible for supervising children at bus stop while waiting for the bus to arrive and after students have been dropped off.**

KINDERGARTEN BUS PROCEDURES

We ask that the parent be at the bus stop before the bus arrives to receive the child. The times may vary due to weather etc. etc. If no one is at your child's bus stop to receive them, they will be returned to school at the end of the route and put in the City of Aspen after school program waiting for you to pick them up at school.

Please remind your students that when they ride a bus other than their assigned bus they must have a note from home. This note is brought to the office for a signature. Once signed, the office keeps a copy and the student must take the original to the bus driver. If this is a weekly routine then the note should indicate this. Kindergarten and 1st grade students that will be getting off the bus without a parent there to pick them up **MUST** have a note brought to front office to be signed and a copy of the note will be given to bus driver. Bus routes are on website & available in front office. See Student Behavioral Expectations section of this handbook for more detailed school bus rules and expectations.

SCHOOL CALENDAR

The complete Aspen School District calendar is provided at the back of this handbook. Please mark your calendars at home with dates for vacations, holidays, and parent teacher conferences. Parents will be reminded through teacher and school newsletter when professional development, parent/teacher conferences and holidays are scheduled.

SCHOOL PICTURES

School pictures will be taken during the school year on October 11th. Classroom pictures will also be taken that day. Retake day will be announced for November.

SCHOOL SUPPLY LISTS

AES will order supplies in bulk for best pricing per grade level. We are asking parents to pay a \$75.00 fee for the year, per child in grades 1st, 2nd & 4th. 3rd grade fee this year is \$87.00 which includes the \$12.00 music recorder fee.

Kindergarten fee is \$80.00. Swim fee is included. Fee will cover all supply needs other than water bottle, shoes for PE and any other special items the teacher may ask for after school has started.

SNACKS

Students are provided a snack break time during the day. Parents are encouraged to send **healthy snacks** of nutritional value. The teacher may request that families who are able to send boxes of crackers, dried fruit etc. for classroom snack shelf for students in need of a healthy snack. Students are asked not to share their snacks from home or their lunches with classmates. **We strive to be a Peanut reduced / Food allergy aware environment at school.**

SNOW DAY POLICY

A decision concerning the closing of Aspen schools due to inclement weather will be made by the Superintendent and the Director of Transportation by 6:30am. Local radio stations will announce closure. It will also be announced on the Snowline, which is accessible through by dialing 925-3760 and pressing 8. Please **do not** call the school office to inquire about school closing.

STUDENT RECORDS

Student records are kept in the office. Parents may review their child's records upon request.

STUDENT RESPONSIBILITIES

At Aspen Elementary School people and property are treated with respect so that all may learn.

The main responsibility for a student is to come to school ready to learn. Every student has the right to pursue learning in a safe and comfortable atmosphere. With this right comes the responsibility to respect the rights of other students. Students at Aspen Elementary School are expected to respect one another, their teachers and the school staff. Their behavior should promote an environment in which learning will thrive.

These simple expectations provide a basis for all school behavior:

- Arrive on time
- Complete assignments and fulfill all classroom responsibilities on time.
- Be courteous and kind to others. Verbal Disrespect is not Tolerated
- Respect everyone's right to learn.

- Use polite and appropriate language and safe respectful behavior.
- Participate in all school planned events and learning activities.
- When in school, dress appropriately for learning.
- Help keep the school attractive, clean and safe.
- Walk into the school and walk at all times in the school.
- Rude or disruptive behavior at any time is not allowed.
- Pushing, shoving, rough play, and fighting are unacceptable at any time.
- Use of obscene, abusive, or profane language or gestures is unacceptable.
- Take care of all materials, property, and equipment throughout the school.
- Teachers and their students work together to decide on any other rules that are needed in their classrooms.
- See Students Behavior Section, page 8.

TELEPHONE

The District number is 925-3760. All Elementary School extensions are in the 3000's. **AES extension list is included in this handbook.**

Voice Mail: To support uninterrupted teaching and learning time, do **not** call your child's classroom between 8:05am and 3:15pm unless it's an emergency. It's disruptive to the learning process. **If change of plans, leave message on your child's classroom voicemail. Do not call the front office.**

1. Make all plans the night before.
2. Put daily reminders/notes in your child's backpack.

The office phone is for school-related business only. Children should make arrangements for after-school activities before coming to school. Parents need to ensure that their child knows after school plans before leaving for school each morning. Have a "Plan B" when after school activities have been cancelled due to weather. Children will not be allowed to call home to request forgotten items. This, we believe, facilitates the development of responsibility and a clear understanding of the natural consequences of one's behavior.

All teachers have a phone voice mail extension (it is enclosed in the back of this handbook). When

parents phone during the school day remember you are ringing during instructional time which is a disruptive. Please leave a message during lunch time or special time. Teachers will check their messages at the end of the day after 2:45pm. All teachers have an e-mail address as well. Details on how to communicate with your child's teacher will be given Back to School Night.

TRANSFERS AND WITHDRAWALS

To ensure a smooth transfer or withdrawal of your child from school, please send a note to the office one week before withdrawing your child. Parents will need to fill out a withdrawal form and release of school records form at the front office. Records will be sent at the request of the receiving school as soon as all overdue library books and other borrowed items are returned to school. Leave a forwarding address with the front office in case school papers need to be forwarded on.

QUESTIONS, CONCERNS OR PROBLEMS

In most cases where you need help, the first person with whom you should get in touch with is your child's teacher as he/she knows your child the best. If your inquiry is of more generalized nature, our secretaries (procedural matters) or principal (educational matters) will be pleased to respond.

VACATION / FAMILY TRIPS

Aspen Elementary staff understand the importance of family activities and vacations. However, we also believe in and support the importance of daily attendance and continuity of learning. Our staff has found that extended vacations and absence from school can cause gaps and difficulties in learning. Please plan family vacations and activities when school is not in session. Our school calendar is finalized by the end of each school year so that plans can be made with school vacations in mind. Please refer to the 2013 – 2014 school calendar in this handbook or on the district website when making plans for out of town trips.

If you and your family plan to take a vacation during scheduled school time, please be aware that your student will need to continue to be responsible for learning that takes place during this time that is missed. Notification to the office and classroom teachers, at least one week before vacation, allows the teacher time to tell students what work they anticipate will be missed. Please understand that many classroom assignments are

difficult or impossible to replicate. All missed work must be turned in within one week of student's return from vacation. Be aware that your choice to take a vacation during school time may cause your student's learning to be affected.

VISITORS

Policy Code: *KI*

The Administration encourages parents/guardians and other citizens of the district to visit classrooms, activities and functions at anytime to observe the work of the schools. The Administration believes that there is no better way for the public to learn what the schools actually are doing.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office when entering, show proper identification and reason for being at the school.

To promote the general health, welfare and well-being of all who enter school property, and pursuant to state law, smoking, chewing or any use of tobacco products by staff, students, or visitors is prohibited on all school property.

The district shall notify the public in an appropriate manner that persons violating the criminal law by using, selling or distributing any controlled substance on school grounds, on school buses transporting students or within 1,000 feet of the perimeter of the school grounds shall be subject to enhanced criminal penalties.

We are pleased to welcome parents and visitors. The involvement of our parents is an essential part of our program. The Colorado Safe Schools Act makes it necessary that all visitors sign in at the office upon entering a school building. **This law relates to ALL visitors. Therefore, when parents enter the building to aide or to drop off something to their child, they must first report and sign-in at the office before reporting to their child's classroom. Student learning time is a priority. Classroom interruptions must be kept to a minimum.**

In the morning, parents should drop their children off at the student drop off area. When picking up children in the afternoon, please wait for your child at the student drop off area.. We ask that parents do not pick their child up in the classroom

or core areas. **REMINDER:** During school hours everyone entering the building should sign the visitor's pass book in the office, receive a visitor's badge and wear it.

VISITORS GUIDELINES

1. All visitors and volunteers **must** check into the front office, sign in, and get a visitor's badge. This includes lunch and recess. For safety reasons, we must have an accurate list of all people who are in our building at all times. Visitors must also sign out upon leaving.
2. Wear your visitor badge where it is visible to all. Even though our staff may know you, there may be substitutes or other volunteers who do not.
3. If you need to bring a forgotten item up to the classroom, or give your child information about after school plans, we ask that you leave these at the front desk rather than to interrupt the classroom teacher.

Aspen Elementary Staff will approach all adults without a visitor pass and will direct them to the office to check in and obtain a visitor pass.

VISITORS TO CLASSROOM

Younger brothers, sisters, relatives or friends of students should not visit during school hours. Visits can be very disruptive to student learning and in the classroom. Lunch time would be a good time to visit. Please speak to the principal if you have any question regarding special circumstances. Parents are always welcome as classroom visitors or helpers. Please do not try to have casual chats with a teacher during class time. Conferences (formal and informal) should be scheduled in advance. **Also do not go to the classroom at the end of the school day, please wait in the front lobby of the school for your child to come out.**

VOLUNTEERS...WE NEED YOU!! CONFIDENTIALITY IS A MUST!!

You make the difference. When school budgets are not enough, it is often parents who make it possible for many programs to continue.

There are many ways you can volunteer your time in school. If interested in joining the AES PTO, please contact the principal. Each teacher has

different needs and will tell you how you may help in your child's classroom. You can either volunteer in your own child's classroom or be placed elsewhere in the school.

You may be asked to:

- Type or make copies
- Collate materials
- Write the class newsletter
- Make phone calls
- Run computer input
- Organize special events
- Read with a child
- Supervise projects
- Accompany students
- Create bulletin boards
- Go on field trips (outdoor education)

SCHOOL DISTRICT RULES STATE PARENT VOLUNTEERS MUST BE FINGERPRINTED BEFORE WORKING IN THE CLASSROOM OR GOING ON A CLASS FIELD TRIP. Volunteers are at risk and can't hold the school district accountable if injured on a field trip with your child.

Please sign in at front office and also fill out and wear a visitors badge. The badge must be visible at all times.

Volunteers are expected to be professional and follow district policies for dress code and behavior when in the classroom.

PLEASE RESPECT CONFIDENTIAL ITEMS RELATED TO STUDENTS AND CLASSROOM ENVIRONMENT.

SHARE IN THE LEARNING!

CUMULATIVE RECORDS

Cumulative records are kept in the school office and are available only to professional members of the school staff, the student him / herself, and parents or other legal guardians of the student. These records contain the student's history of grades accumulated during the school years, standardized testdata, attendance, and other records of academic achievement. Copies of contents of CUM folders will be provided to parents/guardians with a two-day request during the year. These CUM folders are officially forwarded to the student's next school when

parents sign a release of records form at the new school.

COLORADO STATE STANDARDS

Aspen Elementary follows the prescribed curriculum, which is designed to meet or exceed the Colorado state standards in the subject areas of art, health, reading, writing, mathematics, music, physical education, science and social studies at each grade level. Variation may occur in the processes used to teach the curriculum content, but all teachers will be working in teams and with their other specialists to provide a consistent and highly challenging education for all students.

REPORT CARDS

Report cards will be issued to all students twice a year in January and at the end of the school year. In all grades, these report cards focus on academics.

SPECIAL PROGRAMS AT AES

Special Education

We have qualified teachers to work with K-4 grade students who have handicapping conditions or learning disabilities that interfere with their classroom performance. Student is eligible in this program only after a thorough evaluation involving teachers, parents and other specialists. The resource room teacher and / or para educators assist individual and small groups of students in their regular classrooms.

SPECIAL SERVICE PROVIDERS

Speech / Language Specialist

Works with children having problems with speech and language development or auditory processing.

School Psychologist

Provides testing to evaluate the presence of learning disabilities. Also helps individuals as well as small groups of students on solving social/emotional concerns.

Occupational Therapist

Works with students needing development of fine and gross motor skills, coordination, etc.

School Counselor

Will provide counseling services and social skills training to students in classrooms and small

groups. Also supports our teachers, student and families.

Student Intervention Team

A team of teachers meet on a regular basis to discuss students who have been referred to the Student Intervention Team. Teachers generally refer children who have learning problems, behavioral issues, social / emotional problems. This team supports the Responses to Intervention process. If you feel your child needs support academically, behaviorally or emotionally please speak to the principal.

OTHER SPECIAL PROGRAMS

English Language Learners (ELL)

Many students at Aspen Elementary are learning to speak English as their second language. These students are assess to qualify for special assistance in an ESL classroom and in the classroom. These students are assigned to a regular classroom and participate fully in all school activities. We are fortunate to have this cultural and language diversity and all students benefit from out ELL students.

Literacy Instruction

When we assess students' reading skills and abilities throughout the year, we identify some students who are not performing at grade level expectations. We design an Academic Progress and Support Plan (APAS) outlining how the student, family, and the school will commit to supporting improved reading. Our literacy teachers provide targeted reading instruction in order to help students "catch up" with their reading. They also assist teachers with reading assessments, instructional strategies, and feedback about their teaching.

Gifted Talented Program ~ Ascent

Aspen Elementary School offers strong and effective talented and gifted programming. A variety of talent development activities are offered to students with strong interests in specific areas. Students who demonstrate advanced academic abilities will be identified and appropriate learning activities will be developed for them within their regular classrooms or for short sessions out of classroom. The program also organizes competitions and enrichment activities open to interested students. Questions should be

addresses to classroom teachers or gifted talented teacher.

Math Specialists

When we assess students' math skills throughout the year, we identify students who are not performing at grade level. We target the math support for "catch up" or challenge the student.

SCHOOL COMMITTEES / PARENT VOLUNTEER ORGANIZATIONS

Parent Teacher Association (PTO)

All Parents and staff can become members of the Aspen Elementary PTO. PTO supports the staff and fundraises for the needs of our students and building. This year's President is Alyssa Genshaft. If interested in joining or have questions, Alyssa can be contacted at 319-7432.

SAC

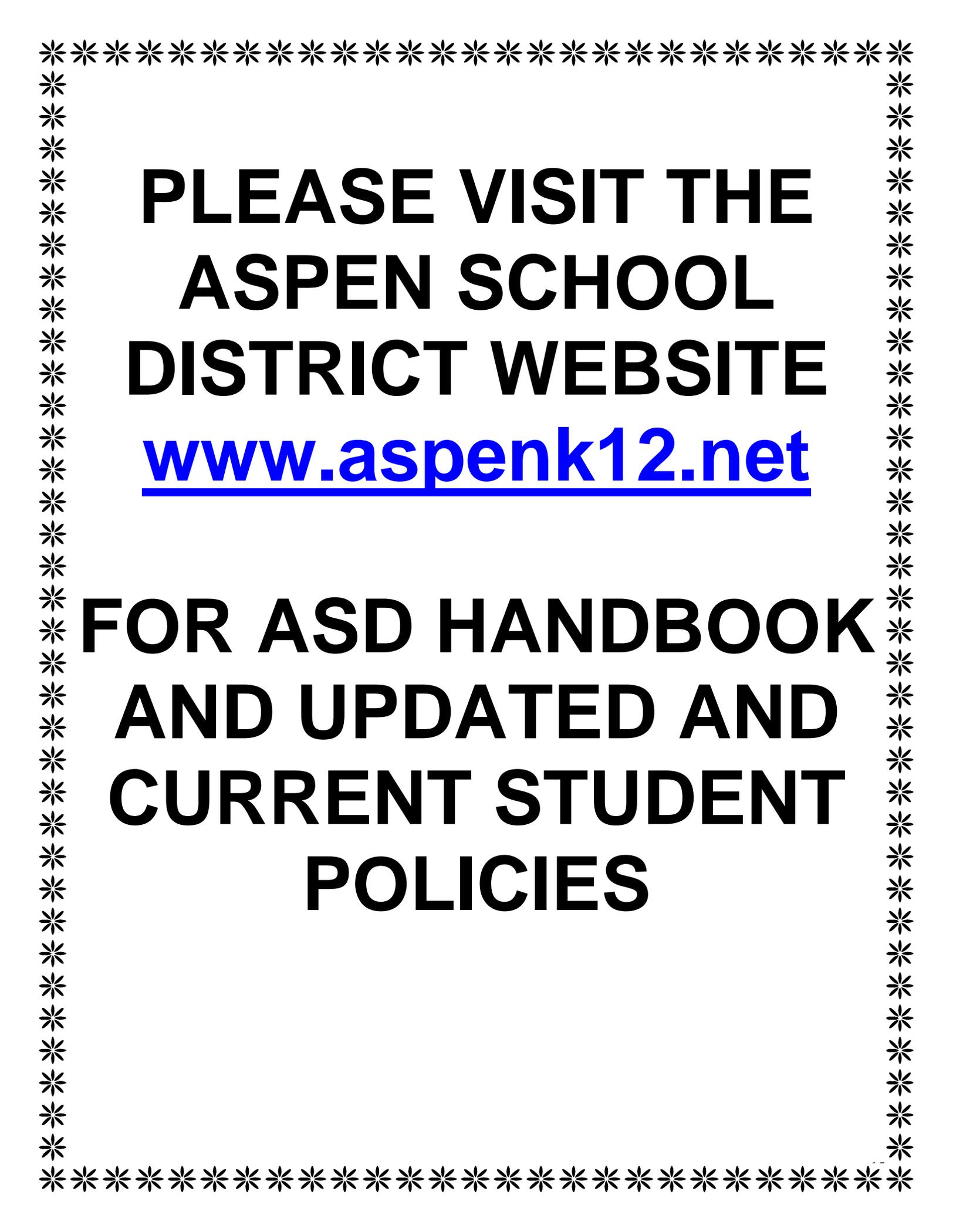
The School Accreditation Team is composed of parents, teachers, the principal and other school staff. As part of the Colorado's educational accountability program, SAC's goals and objectives are designed to improve student achievement and maintain a safe and positive learning environment at Aspen Elementary School. An Annual Report is prepared each year to communicate progress towards our goals to members of the school community. If you would like to be involved please let the principal know.

Aspen Education Foundation

Is a private, non-profit organization dedicated to promoting excellence in public education by raising money for the Aspen School District. To find out more information or to volunteer please visit the website:www.aspen@aef.org

Buddies Readers

The program seeks volunteers from our community to support struggling readers during recess time. If you are interested in reading with a child for a hour a week, please contact the principal at ext. 3003.



**PLEASE VISIT THE
ASPEN SCHOOL
DISTRICT WEBSITE**

www.aspenk12.net

**FOR ASD HANDBOOK
AND UPDATED AND
CURRENT STUDENT
POLICIES**